



JOB DESCRIPTION

Job Title: Deputy Clerk I
Reports to: County Collector
Salary Schedule: Grade 2

Type: Full-Time 35 hrs. per week
FLSA Status: Non-Exempt
Starting Pay: \$15.00 per hour

POSITION SUMMARY

The Deputy Clerk I serves as an entry-level position within the St. Francois County Collector's Office. This role is integral to ensure smooth front-line operations and excellent customer service. The Deputy Clerk will assist the public in handling tax payments, process court orders, manage daily mail, and perform a variety of clerical and secretarial tasks.

ESSENTIAL POSITION DUTIES & RESPONSIBILITIES

The following statements are intended as general examples of the duties of this position and are not all-inclusive for specific positions. Other reasonable duties may be assigned.

- Greet and assist individuals who visit the Collector's Office to pay their taxes.
- Respond to public inquiries regarding tax bills, providing clear and accurate information.
- Offer courteous and effective service to ensure a positive customer experience.
- Accept and process payments in various forms including cash, checks, and credit cards.
- Ensure that all accepted payments are accurately balanced and reported.
- Maintain detailed records of daily transactions and report totals as required.
- Open, sort, and distribute daily mail.
- Answer phone calls promptly and direct inquiries to the appropriate personnel.
- Perform general secretarial tasks including filing, data entry, and maintaining organized records.
- Assist with additional administrative tasks as needed to support the smooth functioning of the office.
- Collaborate with team members to ensure effective office operations and communication.
- Performs other duties as assigned.

Qualifications:

- Punctual and reliable attendance.
- Strong interpersonal and communication skills.
- Attention to detail and accuracy in handling cash and processing transactions.
- Basic computer skills and familiarity with office software.
- Ability to work in a fast-paced environment while maintaining high levels of customer service.
- Willingness to learn and adhere to county policies and procedures.
- Excellent secretarial skills (e.g., spelling, grammar, and punctuation).
- Computer proficiency (e.g., Microsoft Word, Outlook, Windows applications).
- Motivated and able to work independently.
- Hold a minimum of a high school degree.

You can apply online at <https://www.sfcgov.org/employment/> or email resumes to cschrum@sfcgov.org.

The statements herein are intended to describe the general nature and level of work being performed and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract of employment and are subject to change at any time due to reasonable accommodation, business demands or direction by management.

All candidates must pass a pre-employment background check.

St. Francois County is an equal opportunity employer and is committed to fostering a diverse and inclusive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.