

DISCLAIMER: This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

_____ COUNTY, TENNESSEE
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CRIMINAL/CIVIL GENERAL SESSIONS BOOKEEPER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to keep complete sets of records of financial transactions of an assigned department. Duties include, but are not limited to: verifying and entering details of transactions; summarizing details; balancing books; preparing reports; and performing other duties as assigned by supervisor. Reports to the Circuit Court Clerk.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Verifies and enters details of transactions as they occur or in chronological order in account and cash journals.

Summarizes details on separate ledgers; transfers data to general ledger.

Balances books and compiles reports to show statistics.

Communicates with delinquent customers.

May compute, type, and mail monthly statements.

May complete books to or through trial balance.

Performs daily, monthly, and yearly accounting, printing reports, balances cash journals.

Prepares various financial reports, reporting forms, compiles information/data for report preparation, submits reports/forms to designated agencies or offices.

Coordinates accounts payable, processes and balances payables.

Prepares and/or reviews purchase orders for departmental supplies.

Processes accounts receivable, posts payments to appropriate accounts, records payments, verifies daily bank deposits.

Reviews/analyzes accounts due to overpayments or other discrepancies, makes appropriate adjustments, processes paperwork to issue refunds as appropriate.

Prepares various financial reports, reporting forms, compiles data for report preparation, submits reports/forms to appropriate individuals.

Interprets, applies, and ensures compliance with applicable guidelines, laws, rules, regulations, procedures, initiates any actions needed to correct deviations.

Reconciles bank statements (checking, Now, trust funds, etc).

Maintain close relationship with co-workers ensuring harmonious and productive work environment.

ADDITIONAL FUNCTIONS

Assists with customer service, as directed.

Performs other related duties as required.

Acts as Chief Deputy in his or her absence.

MINIMUM QUALIFICATIONS

High School Diploma, or GED; with three (3) years of general bookkeeping and clerical experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: looking for files, gathering and delivering mail

Surface: carpet/ concrete

Estimated Total Hours: 1 **Maximum Continuous Time:** 1

2. SITTING

Tasks: computer entry, answering phones, paying bills, ordering supplies

Estimated Total Hours: 6.5 **Maximum Continuous Time:** 8

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs			X		
11-25 lbs				X	
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: carts (supplies, mail)

Height of hands above floor during push: waist high

5. BENDING/SQUATTING/KNEELING

Tasks: filing, computer maintenance

Frequency: daily

6. REACHING

Tasks: putting away supplies

Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Weekly	30 minutes	< 10 lbs
21-36"	Both	Monthly	30 minutes	> 10 lbs

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters	X	
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	95 % of time
Outside	5 % of time

8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash		X

9. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Carts, radios, OC spray, general office equipment, TV, cleaning supplies, water cooler, mail machine

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		All day
Grasp	X		All day
Fine Motor i.e: writing, twisting hands or wrist, etc		X	

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_____ County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date