



YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

JOB DESCRIPTION

Job Title: Office Clerk I

Salary Range: \$15.15 - \$17.00 per hr.

Full Time

Summary or Purpose:

Under close supervision, performs office and clerical work of routine difficulty in general office procedures; performs related work as required or assigned.

Essential Duties and Responsibilities:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Knowledge, Skills, and Qualifications:

Ability to provide professional, courteous, and responsive customer service to internal and external customers.

Ability to work independently, with limited supervision and exercise sound judgement.

Knowledge of accounts payable and accounts receivables

Knowledge of QuickBooks is preferred

Knowledge of business English, spelling, and arithmetic.

Knowledge taking, transcribing, and maintaining official meeting minutes in accordance with agency requirements

Bilingual in Spanish is preferred – speaking, reading, and translating.

Skill in money handling

Skill in basic computer and internet searching. Skill in sorting, maintaining, and filing records.

Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.

Skill in effectively communicating and following verbal and written instructions.

Skill in accurate data entry.

Skill in preparing complex spread sheets.

Skill in concentrating on tasks despite distractions.

Education, Experience, Certifications and Licenses Required:

High School Diploma or GED equivalent.

YCIPTA requires the successful completion of a background check prior to appointment.

Special Requirements: Must possess and maintain a valid Arizona driver's license. Must be able to lift 50lbs.