



YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

JOB Description

Job Title: Clerk I

Salary: \$12.80 - \$14.00/hour

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.*

Answers phones, filing, updates files and records with information; reviews and validates data responds to inquiries made in person and by phone; investigates and clarifies questions; performs a wide variety of related basic accounting and administrative tasks; proofreads and edits documents; sorts, indexes, and files materials according to established procedures; cross trains in other clerical accounting duties; performs related duties as required or assigned.

Knowledge, Skills and Qualifications:

Ability to provide quality customer service

Knowledge of business English, spelling, and arithmetic.

Knowledge of Microsoft applications such as Excel, Outlook and Word

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 communicating effectively verbally and in writing.

Skill in following written and verbal instructions.

Skill in accurate data entry.

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.