

Ocean County Soil Conservation District
Job Description

Job Title: District Clerk
Reports to: Office Manager
FLSA Status: Non-exempt
Prepared: March 2018

SUMMARY

Serves as first point of contact with the public for the office. Receives District visitors and supplies information by phone or in person. Prepares correspondence for Management staff, as requested. Maintains official District records and executes administrative policies determined by or in conjunction with other District officials by performing the following duties:

Essential Duties and Responsibilities:

Include the following; although other duties may be assigned.

Receptionist Duties:

- Answers telephone and gives information to callers or routes call to appropriate staff person. Places outgoing calls as needed. Takes detailed messages including name, time of call, nature of business, and person called upon.
- Greets visitors, ascertains nature of business, and assists as appropriate or directs visitors to appropriate person.
- Distributes Reports of Compliance and other correspondence to clients.

Clerical Duties:

- Receives and enters into database all soil erosion and sediment control applications and creates application folder.
- Records in the computer and ledgers all SESC applications and revised plans in a timely and accurate manner in accordance with District policies.
- Types notices, letters, Stop Work Orders, Reports of Compliance, etc. as requested by the management staff.
- Composes and types routine correspondence.
- File correspondence and other records in appropriate District files in chronological order.
- Researches needed information.
- Records minutes of staff meetings.
- Makes copies of correspondence or other printed materials.
- Prepares outgoing mail.
- Reviews, sorts and routes incoming faxes.
- Does filing when necessary in the appropriate location.
- Maintains appropriate inventory of office supplies and orders supplies as needed and approved.
- Performs other related duties as assigned.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to accomplish each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required.

Education and/or Experience:

- High school diploma or general education degree (GED) and one to two years related experience and/or training.
- Good communication skills, capable of typing at least 45 words per minute with no more than two errors.
- Proficiency and Knowledge of the Microsoft Office Suite of programs.

Skills:

- Ability to read and comprehend simple instructions, short correspondence and memos.
- Ability to organize and prioritize a heavy and variable workload.
- Ability to type and prepare correspondence and reports, often of a complex nature, rapidly and accurately.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
- Ability to prepare statistical and other reports as they may be required.
- Able to attend night meetings or weekend activities when needed.

Certificates, Licenses, Registrations:

- A valid New Jersey driver's license and acceptable driving record is required.

Supervisory Relationships:

The District Clerk is under the direct supervision of the Ocean County Soil Conservation District Director and Office Manager. Performance appraisal of this employee and decisions with regard to salary, disciplinary actions and termination of employment are the responsibility of the Ocean County Soil Conservation District Director & District's Board of Supervisors. The District Director determines the incumbent's work schedule, paid holidays, vacation and sick leave pursuant to the District Personnel Policy.

Salary:

Salary commensurate with experience and education as established by the Board of Supervisors salary range schedule.