

POSITION DESCRIPTION

Title: Administration Clerk

Department: Administration

Job Analysis: November 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Administrator

Subordinate Staff: None

Internal Contacts: County Administrator, Administrative Staff, Commissioners

External Contacts: General Public

Status: Hourly

Job Summary

Progressively responsible work in administrative tasks dealing with a wide range of activities.

Job Domain

1. Processes Accounts Payable for Sheriff Department.
2. Provides backup for county wide Accounts Payable.
3. Obtains insurance for County vehicles and equipment and applies for tags.
4. Reviews requisitions for materials, supplies, and equipment.
5. Confers with requisitioners, manufacturers, suppliers and other users as necessary to determine specifications and price.
6. Type correspondence and miscellaneous forms as required.
7. Reviews reports, tables, vouchers, statements, invoices, and records for accuracy.
8. Establishes and maintains effective relationships with elected officials, appointed personnel, department heads, employees, and suppliers.
9. Provides general assistance to Commissioners with their correspondence, travel booking, and related questions and problems.
10. Performs other duties as assigned.

Knowledge, Skills and Abilities

1. Ability to perform computer functions effectively.
2. Ability to communicate effectively with coworkers and the public.
3. Math skills to perform mathematical operations.
4. Skills to neatly and clearly complete records, reports, letters. etc.
5. Reading skills to comprehend various documents.
6. Ability to set up and maintain an effective and efficient filing system.
7. Knowledge of general office procedures.
8. Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral with a supervisor.

Other Characteristics

1. Must be willing to work overtime to complete work within specified period of time.
2. Willing to travel to attend training or to other County Functions required by supervisor.

Minimum Requirements

1. High school diploma or G.E.D.
2. Associate's degree preferred.
3. Two (2) years office experience preferred.
4. Experience with computerized accounting systems preferred.
5. Salary range \$14.04 - \$18.48

Submit resume to rcink@co.escambia.al.us