

**POSITION DESCRIPTION
FOR
GRAND FORKS COUNTY, NORTH DAKOTA**

JOB TITLE: Account Technician II	JOB CODE: 2115
ORGANIZATIONAL UNIT: Sheriff Department	FLSA STATUS: Non Exempt
REPORTS TO: Sheriff	
INCUMBENT: Michelle Rae Olson	DATE: March 2003
APPROVED BY:	DATE:

PRIMARY PURPOSE:

Perform a wide variety of accounting and financial responsibilities related to the Sheriff's department including entering data into computer database, verify date for accuracy, provide information and assistance to the public regarding departmental policies and procedures.

ESSENTIAL DUTIES (Fundamental Job Duties):

(The following is a listing of examples of responsibilities of this position and is not intended to be a complete listing.)

Perform payroll related tasks, receive timesheets and other personnel information, including overtime, holiday pay, etc., review information for accuracy and completeness, document and enter vacation and sick leave, and maintain confidentiality.

Provide support in the preparation and administration of the assigned department or division budget; monitor expenses, including processing and posting of accounts payable, recommend adjustments as appropriate, assign appropriate codes, and post. Submit request and reimbursement travel voucher for payment.

Perform accounts receivable functions including billing, collect payments, issue receipts, prepare deposits and assign appropriate codes and post. Maintain master file.

Assist in the preparation and administration of state and federal grants; process and submit all financial forms to state and federal agencies.

Record and submit restitution reimbursement forms to the State's Attorney office and to the Attorney General's office.

Order and maintain inventory; add, modify, or adjust for the assigned department or division as appropriate, including equipment and supplies.

Maintain master insurance file for the assigned department or division; add, modify, or adjust as appropriate.

Receive, prepare, and distribute communications and correspondence among departments, other departments, or division heads, and represent department head as required. Answer and route office telephone calls, assist applicants, provide information, accept payments, respond to and resolve complaints, request for information on regulation, procedures, systems, and precedents related to assigned responsibilities. Type and develop various reports, letters, memorandums; type from rough draft or verbal instruction, independently compose, correspond, related to assigned responsibilities.

Provide support services for assigned department or division. Maintain department filing system and records management for assigned responsibilities. Function as Administrative Secretary to the Sheriff.

Maintain and account for the petty cash fund; make daily deposits, maintain income and debt credits.

Perform other duties as assigned or apparent.

MARGINAL FUCTIONS (Incidental Job Duties):

Perform back-up duties to civil division, which includes dispatching, typing, notarize correspondence, record day sheets, Sheriff's returns and executions; and serve civil process papers when Deputy is not available.

Receive, screen, sort, and distribute mail; prepare outgoing mail and special packages.

Operate CRT for NCIC data including enter and modification.

Assist in a variety of department or division operations; performs special projects and assignments as requested.

EDUCATION AND EXPERIENCE REQUIRED

Completion of an associate degree and 2 years experience required, college coursework in bookkeeping, accounting or office administration preferred, or any combination of equivalent education and experience.

PHYSICAL DEMANDS

Ordinary physical exertion, light physical effort such as sitting, standing or walking while performing work for sustained periods. Some skill, adeptness, and speed in finger-hand-arm coordination such as operating office equipment. Occasional light lifting, 10 to 25 pounds.

DISAGREEABLE CONDITIONS

Ideal working conditions; not normally exposed to unusual environmental work elements.

HAZARDS

Accidents improbable outside of minor injuries, such as abrasions, cuts, bruises; little exposure to health hazards. Has some variation in daily assignments or change in work pace and timeliness for end product.

Signature

Supervisor's Signature

Date

Date

Grand Forks County 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 prospective employees and incumbents to discuss potential accommodations with the employer.