

### Attachment 3

**Account Clerk:** Performs routine tasks in maintenance of accounting records. Posts entries to subsidiary ledgers; examines and codes financial documents; performs simple balancing operations and mathematic computation of financial data in accordance with existing accounting procedures. Prepares bank deposits and cash receipts documents. Requires a high school diploma or equivalent and a minimum of two (2) years accounting experience, unless otherwise agreed to by the requesting Clay County department.

**Airport Assistant:** This is an entry level position responsible for performing general maintenance of systems and grounds, and assisting customers at Clay County's Midwest National Air Center. Assists customers with aircraft needs. Performs a variety of basic building janitorial and maintenance tasks lawn/ground maintenance and snow removal. Ability to perform required routine maintenance, and all general physical requirements associated with airport operations including but not limited to aircraft fueling, aircraft handling and towing, hangar maintenance, working in extreme weather conditions. Requires a high school diploma or equivalent, unless otherwise agreed to by the requesting Clay County department.

**Camp Host:** The primary purpose of this seasonal position is to assist the Parks Department in meeting business demands during a specified time period. This seasonal position will not exceed a total of 1,000 hours per year from approximately April to October of each year. Collects fees and provides visitor assistance Informs public of rules and regulations, give general information and directions, answer various questions Must be at least 18 years old, legally licensed and insured to operate a motor vehicle and the ability to drive a motor vehicle under normal and emergency response situations and have own camping unit, unless otherwise agreed to by the requesting Clay County department.

**Cashier:** Conducts over the counter transactions and collects money from the public. Responds to public inquiries regarding policies relating to the service provided. Receives, accounts for and balances daily receipts. Performs general clerical and administrative duties in support of department activities. Enters variety of information into a database in order to update records, process transactions and responds to requests for information. Requires high school diploma or equivalent and a minimum of two (2) years of cashiering experience, unless otherwise agreed to by the requesting Clay County department.

**Computer Operator:** This is an entry-level technical work position in the operation of computers and related equipment. Performs routine technical duties in operating a variety of computer and peripheral equipment. Performs routine maintenance on equipment. Requires a high school diploma or equivalent, two (2) years [equivalent of 24 credit hours] of technical information technology training and a minimum of two (2) years of computer operating work experience, unless otherwise agreed to by the requesting Clay County department.

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**Custodial Worker:** Entry-level custodial work. Dusts and cleans offices, wards, resident areas, and/or state park facilities; exercises care to assure that materials are not defaced, damaged, or destroyed. Cleans restrooms and fixtures; replenishes supplies. Operates various powered equipment in the performance of assigned duties. Requires a high school diploma or equivalent and a minimum of one (1) year of custodial work experience, unless otherwise agreed to by the requesting Clay County department.

**Data Entry Clerk:** This is an entry-level work position that enters new and updated customer and account information into database. Prepares source data for computer entry by compiling and sorting information; reviewing data for deficiencies; resolving discrepancies by using standard procedures and returning incomplete documents to the team leader for resolution. Verifies entered customer and account data by reviewing, correcting, deleting or reentering data; purging files to eliminate duplication of data. Maintains customer confidence and protects operations by keeping information confidential. Requires a high school diploma or equivalent and a minimum of one (1) year of data entry experience, unless otherwise agreed to by the requesting Clay County department.

**Executive Assistant:** This is entry-level professional work involving a variety of business management activities or support service functions such as procurement and supply, fiscal controls, and service contracts. Assists department heads and other personnel in the preparation of specifications for supplies and equipment; contacts vendors to obtain information on cost, availability, and conformance to specifications. Purchases items from vendors; contacts vendors to obtain price quotations; and investigates and processes claims for merchandise damaged in transit. Assists in compiling budget information relative to personnel, supplies, office and equipment rentals, repairs, replacement or additions of equipment, and repairs or alterations of buildings and grounds. Processes invoices and contract documents according to internal and departmental policies and procedures. Reviews purchase requests for accuracy and completion; enters purchase requests into fiscal tracking system; and enters purchasing documents into statewide used accounting system. Performs fixed asset management functions, which includes tracking physical inventory, processing documents for procurement and disposal of fixed assets, and preparing reports. Reconciles expenditures in the fiscal tracking system. . Requires high school diploma or equivalent, a minimum of two (2) years [or equivalent of 24 credit hours] of office/business management/secretarial training and a minimum of two (2) years of executive assistant work experience, unless otherwise agreed to by the requesting Clay County department.

**Fee Collector:** The primary purpose of this seasonal position is to assist the Parks Department in meeting business demands during a specified time period. Informs public of rules and regulations, give general information and directions, answer various questions about park operations and park resources. Collects fees and provide visitor assistance; handles and accurately counts money and make change. Must be at least 16 years old, legally licensed and insured to operate a motor vehicle and the ability to drive a motor vehicle under normal and emergency response situations and have transportation to and from various work locations throughout the day, unless otherwise agreed to by the requesting Clay County department.

Vendor's Initials: \_\_\_\_\_

**Golf Course Maintenance:** The primary purpose of this seasonal position is to assist the Parks Department in meeting business demands during a specified time period. Operates light construction and golf course equipment required for a wide variety of assigned golf course maintenance tasks. Mowing and trimming, bunker maintenance, irrigation repairs, litter and trash removal, cutting tees/cups and other duties as assigned. Operates trucks, golf carts, mowers, string trimmers, hand tools and grounds equipment as necessary to maintain golf courses and works with other crews as required. Must be at least 18 years old, legally licensed and insured to operate a motor vehicle and the ability to drive a motor vehicle under normal and emergency response situations and knowledge of safe and proper use of string trimmers, mowers, tools, materials and equipment in the care of facilities and grounds maintenance, unless otherwise agreed to by the requesting Clay County department.

**Groundskeeper:** This is entry-level work in general grounds keeping activities. Participates in the care, maintenance, and improvement of grounds and landscapes by planting trees, grass, flowers, and shrubs. Removes dirt, rubbish, snow, ice, leaves, and other refuse; maintains walkways, parking areas, sheds, and benches. Participates in filling, surfacing, hauling, and fertilizing operations. Prepares reports and maintains records of time worked, materials used, and equipment maintenance. Requires high school diploma or equivalent and a minimum of one (1) year of groundskeeper experience, unless otherwise agreed to by the requesting Clay County department.

**Historic Interpreter:** Performs duties in daily operation of historic sites, including, Jesse James Farm and Museum, Jesse James Bank Museum, Mt. Gilead School, and Pharis Farm. Conducts interpretive tours at all sites; manages front desk/museum; tracks and maintains merchandise inventory; assist with planning activities involved with the sites; and presents off site lectures. Must be at least 16 years old, have knowledge of local history and the ability to communicate with large groups of people, unless otherwise agreed to by the requesting Clay County department.

**Information Technology (IT) Help Desk:** This is a mid-level work with some technical complexity. Requires provision of maintenance of computer desktop environment by analyzing requirements, resolving hardware / software computer related operating problems, installing hardware/software solutions, and supporting other County helpdesk personnel. Tasks include end-user support and performing PC maintenance, upgrades and configurations. Provide helpdesk support and resolve problems to the end user's satisfaction in a quick and effective manner. Requires high school diploma or equivalent, a minimum of two (2) years [or equivalent of 24 credit hours] of information technology training and a minimum of two (2) years of information technology work experience, unless otherwise agreed to by the requesting Clay County department.

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**Laborer:** This is manual work of an unskilled or limited semi-skilled nature requiring no previous training or experience. Work duties are routine but as an employee in this class gains experience he may work with greater independence or take on duties which involve some limited skills. Loads and unloads trash, garbage, sand, dirt, or building materials. Removes snow and ice from walks and roads. Performs manual work as an assistant to a maintenance, janitor, fireman or engineer. Assembles and/or moves furniture, deals with shipping and receiving of packages/supplies as directed by assigned supervisor. Requires high school diploma or equivalent, unless otherwise agreed to by the requesting Clay County department.

**Mail Clerk:** Prepares incoming and outgoing mail for distribution. Duties include sorting and routing incoming mail; sealing, stamping and affixing postage to outgoing mail or packages, and keeping necessary records and completed forms. Utilizes postage meter, scale and/or envelope sealer. Operates fax machine. Must have knowledge of post office mailing requirements and policies. Must be familiar with UPS and Federal Express requirements. Requires High school diploma or equivalent minimum experience of two (2) years and valid driver's license, unless otherwise agreed to by the requesting Clay County department.

**Maintenance Worker:** This is semi-skilled work in the maintenance and repair of buildings and equipment, involving several of the building and mechanical trades. Performs routine preventive maintenance and monitoring activities on equipment such as air handlers, refrigeration and air conditioning units, high and low pressure steam systems, carpentry, electrical, plumbing; heating, ventilation, air conditioning (HVAC) systems; records meter and gauge readings; cleans coils and oils motors; and replaces belts, filters, switches, gauges, and motors. Assists skilled carpenters, plumbers, electricians, electronics technicians, or other higher-level maintenance staff in performing maintenance, repair, and construction activities. Requires high school diploma or equivalent, a minimum of two (2) years [or equivalent of 24 credit hours] of maintenance work training and a minimum of two (2) years of maintenance work experience, unless otherwise agreed to by the requesting Clay County department.

**Marina Attendant:** Employees in this position work in a customer service based environment with direct contact to the general public. Assist customers with marine services ranging from retail store purchases to boat rentals and boat slip renewals. Informs public of rules and regulations, give general information, give directions, answer various questions about park operations and park resources; follow basic rental boat check-in/check-out procedures; daily cleaning of rental boats and retail stores; operate cash register efficiently and answer phone calls in a professional manner. Must be at least 16 years old and legally licensed and insured to operate a motor vehicle and the ability to drive a motor vehicle under normal and emergency response situations, unless otherwise agreed to by the requesting Clay County department.

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**Office Assistant:** This is entry-level clerical support work of limited complexity. Types forms, letters, reports, and other materials from rough draft; proofreads completed work; sorts and files correspondence and documents alphabetically, numerically, or by other established methods; copies, sorts, collates, and assembles materials. Answers telephone and relays calls or takes messages. Operates standard office equipment (PCs, copiers, facsimile machines, imaging equipment, multi-line telephones, etc). Requires high school diploma or equivalent and a minimum of one (1) year of general office assistant experience, unless otherwise agreed to by the requesting Clay County department.

**Office Support Assistant (Clerical):** This is mid-level clerical support work of moderate difficulty and complexity involving a variety of tasks requiring independent work decisions within established policies and timeframes, usually requiring familiarity with specialized terminology. Serves as receptionist or information clerk; determines purpose of contact; provides general information and assists in preparation of forms if needed; directs individuals to proper destination; receives and distributes messages; schedules and/or arranges appointments as necessary. Processes and distributes mail; prepares material for mailing. Establishes and maintains filing systems; prepares records for storage and/or archiving. Enters, updates, and/or retrieves information utilizing automated systems. Reviews documents for accuracy, completeness, and compliance; proofreads completed work. Operates standard office equipment; lifts and/or moves materials, as necessary. Requires high school diploma or equivalent, a minimum of two (2) years [or equivalent of 24 credit hours] of office support/clerical/secretarial training and a minimum of two (2) years of clerical office support work experience, unless otherwise agreed to by the requesting Clay County department.

**Park Maintenance Worker:** Under the direction of Park Manager or full time Maintenance Worker, the Seasonal Park Maintenance Worker performs assigned tasks involved with the care and maintenance of Park facilities and grounds. Mowing and trimming, litter and trash removal, shelter and restroom cleaning, operates trucks, mowers, string trimmers, hand tools and grounds equipment as necessary to maintain park sites and works with other crews as required. Must be at least 18 years old, legally licensed and insured to operate a motor vehicle and the ability to drive a motor vehicle under normal and emergency response situations and have knowledge of safe and proper use of string trimmers, mowers, tools, materials and equipment in the care of facilities and grounds maintenance, unless otherwise agreed to by the requesting Clay County department.

**Park Naturalist:** Conduct varied outdoor interpretive/education programs and guided hikes or walks. Provide care to captive wild animals. Assist park staff with wildlife habitat restoration projects, exotic/invasive species control, research, and data collection. Provide interpretive outdoor/conservation education programs for people of all age groups and backgrounds in an outdoor setting, library, school, church, etc. Research and develop program topics; collect program materials. Handle plants, amphibians, reptiles, and other animals and correctly identify species of plants and animals. Must be at least 18 years old and legally licensed and insured to operate a motor vehicle and the ability to drive a motor vehicle under normal and emergency response situations, unless otherwise agreed to by the requesting Clay County department.

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**Shipping/Receiving Clerk:** Responsible for assisting County staff with the County surplus store. Requires routine lifting, pushing and/or carrying of heavy equipment. Must be able to lift up to 60 pounds. Assist with moving record boxes. Assist with sorting, organizing and documenting surplus items. Good customer service skill required. Must be able to interact with the public. Some computer data entry to record shipment information may be required. Requires high school diploma or equivalent, minimum one (1) year of shipping/receiving clerk experience, unless otherwise agreed to by the requesting Clay County department.

**Scanning Clerk:** This is entry-level clerical support work of limited complexity, which follows established procedures. The main task of a scanning clerk is to produce digital copies of documents for retention purposes; assuring scanned copies of the documents are legible. The scanning clerk might also be responsible for organizing scanned documents on various local, network and cloud storage devices. Scanning clerks should be highly organized and well versed in various types of filing systems and methodologies. Scanning systems can range from a single computer with a flatbed scanner all the way up to document systems that scan hundreds of pages at one time. Requires high school diploma or equivalent, minimum one (1) year of scanning clerk experience, unless otherwise agreed to by the requesting Clay County department.

**Stores Clerk:** This is entry-level manual and clerical work receiving, handling, recording, storing, selling, and shipping stores items such as office supplies, foodstuffs, medical supplies, clothing, linens, or other related items. Performs retail sales transactions in a facility canteen or gift shop. Receives, unpacks, and stores goods or supplies. Issues supplies from a storeroom on approved requisitions for facility or agency use. Assembles, packs, and transports or arranges for transporting goods and/or materials. Requires high school diploma or equivalent, minimum one (1) year of store clerk experience, unless otherwise agreed to by the requesting Clay County department.

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