



Employee Job Description

Department: COUNTY TREASURER

Position Title: Clerical Assistant

Reports To: COUNTY TREASURER

Salary: TCC 04 (Entry \$17.59/hr.)

Date of Job Description Creation/Update: 5/30/2025

Overall Descriptions of the Position:

Performs duties of a general to complex nature such as: typing, filing, handling mail, proofreading, issuing licenses, computer work, and other office duties. Duties also involve accounting/mathematical skills, procedural tasks, and the handling of money.

Position Requirements:

- High school diploma and one-year related experience and/or training; or equivalent combination of education and experience.
- Knowledge and use of Word and Excel
- Ability to use a calculator/adding machine with speed and accuracy.
- Working knowledge and use of a computer with the ability to type quickly and efficiently.
- Knowledge of bookkeeping and/or basic statistics.
- High level of professional Customer Service Skills. Must have the ability to work with the public interactively daily.
- Ability to stand, sit, walk, bend, stoop and kneel as required.
- Some lifting and carrying with the ability to occasionally lift and/or move up to 50 pounds.

Position Duties:

- Customer service - waiting on members of the general public and assisting them with purchases.
- Handling money, making change, and operation of a cash register.
- Balance daily sales and complete all reports of sales (both on paper and electronically)
- Must read, learn and understand all licensing rules and regulations for the programs supported by the Treasurer's office.
- Assist in the balancing of the monthly reports to outside departments.

- Type and file all interoffice financial reports.
- Type letters, forms, reports, memorandums, applications, contracts and other correspondence.
- Proofread typed material as required.
- Deliver receipts and reports to other offices. Interact with other County offices daily.
- Sort and add checks in assisting in the reconciling of the bank statements.
- Review of all incoming mail and preparation of outgoing mail.
- All other duties as assigned

How to Apply:

Please send a letter of interest, salary history, resume, and completed standard County of Mercer Application for employment to:

Mercer County Human Resources
125 S Diamond Street, Suite 17
Mercer, PA 16137

Deadline to Apply: Friday, June 20, 2025