



**ISLE OF WIGHT COUNTY
invites applications for the position of:**

Deputy Clerk III

SALARY:	\$32,484.00 - \$41,417.00 Annually
OPENING DATE:	07/29/21
CLOSING DATE:	Continuous
DESCRIPTION:	

The Deputy Clerk III performs accounting and clerical work that involves reconciling accounts receivable statements, maintaining accounts and balances receipts daily. The incumbent provides a variety of correspondence to citizens, staff and vendor/contractors and ensures conformity to applicable state and local laws and regulations.

EXAMPLES OF DUTIES:

- Reconciles accounts receivable statements of taxes, utilities, general billing, and stormwater to the general ledger. Reconciles accounts receivable to revenue each month.
- Reconciles advance tax accounts and water deposits of trial balance to accounts receivable statements and outstanding credit balance report monthly.
- Receive supplements and abatement reports monthly; prepares bills for mailing each month.
- Send monthly statement of unpaid rollback. Add additional interest to system for unpaid rollback.
- Prepares list of delinquent real estate accounts weekly for collection office to issue a warrant. Post monthly payments to customers account from attorney's check. Balance receipts.
- Performs the duties of the cashier during peak work loads and staffing shortages; balances receipts.
- Runs monthly reports for the auditors
- Receives, screens, and responds to a variety of inquiries by telephone and in person by providing information or assistance or referring inquires to the appropriate personnel;
- Prepare bills for mailings; assists with address changes.
- Prepares a delinquent listing of all accounts. Prepare collection report for Board of Supervisors monthly.
- Provides technical support for the software system. Ensures processes run accurately and tests for updates.
- Performs other work as assigned.
- Observe all approved safety and health policies and procedures pertaining to his/her work activities and perform all work tasks in a safe and healthy manner in accordance with County policy.

PHYSICAL DEMANDS

The work is light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Requires the use of fingers, grasping, hearing, lifting, mental acuity, reaching, repetitive motion, speaking, talking, and visual acuity.

REQUIRED QUALIFICATIONS:

Education and Experience:

Requires an Associate's degree or equivalent, and three (3) years of work experience.

Licenses or Certifications:

Requires completion of TAV Certification.

SUPPLEMENTAL INFORMATION:

Position is open until filled.

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs.

Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.isle-of-wight.va.us/>

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Position #1
DEPUTY CLERK III
CV