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# Example of County Clerk Job Description

Our company is hiring for a county clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for county clerk

* Prepares materials needed for sales presentation, trainings, and conferences
* Strategically plans sales calls by outlined objectives and action steps from AGM
* Maintain Storage Facilities
* Determines eligibility for expedited food assistance services
* Explains eligibility to applicants and recipients applying/receiving public assistance
* Enters client data into database based on intake of caller information
* Completes general clerical duties including using computer to input data of clients who are applying for public assistance benefits
* Uses photocopy machine, scanner and other office equipment
* Conducts application registration
* Performs intake interviews

## Qualifications for county clerk

* Strong attention to detail, deep dedication to customer service, quality management and a team approach to work
* Ability to set priorities, work simultaneously on numerous tasks and meet strict deadlines
* 6 months related work experience in document management, mail handling, scanning, general office required
* Must possess ability to read, write and perform basic math
* Requires operation of basic office equipment
* Hours are Monday-Friday 8am-5pm, OT may be required