

**KENOSHA CITY/COUNTY JOINT SERVICES**  
**1000 55 STREET**  
**KENOSHA, WI 53140**  
**(262) 605-5050**

**FLEET MAINTENANCE CLERK**

**GENERAL STATEMENT OF DUTIES:** The Fleet Maintenance Clerk performs secretarial, clerical, billing, accounting, and record-keeping functions for the fleet maintenance department and provides bookkeeping and accounting support to the records department. Work in this classification allows limited independence of action and requires a high degree of accuracy and is performed under the general direction of the fleet maintenance manager. This is a Monday through Friday position. Overtime may be required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (not limited to) Operates copy machines, computer terminals, typewriter, and other office equipment; answers telephones and performs secretarial and clerical duties; prepares and maintains correspondence, records, ledgers, journals, balance sheets, receipts, bank statements, accounts, and other bookkeeping and records functions; enters data into electronic systems; compiles, prepares and submits statistical reports; coordinates and pays bills; prepares and submits invoices and payment authorizations; prepares, sorts, indexes, and files correspondence, records, and reports; reconciles bank statements and checks documents to ensure accuracy; assists the manager in scheduling work; and orders parts and supplies.

**OTHER REQUIRED DUTIES AND RESPONSIBILITIES:** Serves as a receptionist, makes appointments, keeps calendars, maintains inventories, assists in training, and performs any other duties required.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:** Shall include, but are not limited to, the ability to read, write, and speak English fluently; hear and understand telephone and verbal communications; vision capable of reading documents and operating office equipment; ability to bend and reach; ability to mentally retain information on a short and long term basis; ability to schedule, organize, and execute assigned tasks and understand and follow oral and written instructions; ability to compile, analyze, record and assemble data and information in a meaningful and effective manner; knowledge of basic office skills, practices, and procedures including filing and general clerical functions; knowledge of business math and general accounting principles including the ability to prepare, maintain and/or calculate billings, balance sheets, journal entries, bond receipts, and other bookkeeping functions; ability to prepare letters, memoranda, and other written correspondence; knowledge of, or the ability to learn, the operation of the equipment used in work duties; ability to type at an error free rate of 40 words per minute; and ability to maintain effective professional relationships with members of Joint Services, other agencies, and the public.

All applicants are required to pass a series of qualifying tests including but limited to a written examination, typing test, oral interview, physical examination, drug screening and a records and background investigation. All qualifying applicants will receive consideration for employment without regard to age, race, creed, color, sex, national origin, disability, or political affiliation. Residency within a defined perimeter must be established 90 days after successful completion of the probationary period. The residency policy and map may be viewed upon request.

**TRAINING AND EXPERIENCE:** Must have a high school diploma or G.E.D. and at least one year of general office and basic accounting experience, or any combination of training and experience which provides the required knowledge, skills, and abilities.

**SALARY AND FRINGE BENEFITS:** Effective January 1, 2009, the pay range for this position starts at \$16.33 per hour to a maximum of \$21.00 after 54 months. Effective July 1, 2009, the pay range for this position starts at \$16.41 per hour to a maximum of \$21.11 after 54 months. Health and dental insurance premiums, group life insurance, and the employee's share of retirement contributions are paid for in full by Joint Services. Sick leave, vacations, and Social Security benefits are provided.