

Signed form must be returned with completed City of West Linn application

**ACCOUNTING CLERK I & II
ESSENTIAL FUNCTIONS**

Must have ability to key-board and use a 10-key at acceptable speed with high degree of accuracy.

Must have ability to work a regular schedule established for the position.

Ability to communicate clearly and concisely in sometimes stressful situations.

Must have ability to sustain work pattern in two (2) hour increments.

Ability to operate and maintain office equipment such as personal computer, copier, typewriter, calculator, telephone, etc.

Ability to lift ledgers or boxes of forms (under 50 pounds of weight).

Ability to produce written documents (i.e. receipts, messages).

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision, and the ability to adjust focus.

The employee is required to sustain an effective, working relationship with a variety of people (i.e. co-workers, peers and supervisors)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the essential functions of this position and I am able to perform the essential functions of the Accounting Clerk position as outlined above.

Signature

Date