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| EXEMPT (Y/N): | No | JOB CODE: | CSC |
| DEPARTMENT: | Clerk | CLASSIFICATION: | 045 |
| SUPERVISOR: | County Clerk | SALARY RANGE: | 23 |
| UNION (Y/N): | Yes | LOCAL: | AFSCME/Courthouse |

GENERAL STATEMENT OF DUTIES: Perform specialized clerical duties in the Clerk's Office. Serve as Deputy County Vital Statistics Registrar. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Administer vital statistics records, including receiving, signing and registering documents. Confer with other employees, state and medical contacts and other agencies regarding vital statistics records. Maintain records and confidential documents. Prepare certified records as needed.

Post and balance cash receipts to journals.

Prepare various reports as needed, including statistical figures for budget preparation and unclaimed funds for State Land Board.

Serve as clerk to the Board of Property Tax Appeals. Review petitions for completion and accuracy. Prepare and distribute worksheets for each petition. Attend BOPTA meetings and prepare minutes. Prepare, publish and post public notices. Record BOPTA actions in the Commissioners' Journal.

Type and edit correspondence, memos, reports for department.

Answer phones, greet customers and direct inquiries to appropriate area.

Research and locate documents for the public and/or assist the public in locating and researching records. Demonstrate operation of microfilm viewer and other public use equipment. Make copies as requested.

Issue various licenses obtainable through County Clerk's office.

Collect appropriate fees and issue receipts.

Assist other departmental personnel in the performance of their duties as workload and/or staffing requirements dictate.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a normal responsibility assigned to this position. May be involved in the training and orientation of other departmental personnel.

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

DATE: 06/29/2010

SUPERVISION RECEIVED: Work under the general supervision of the County Clerk who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to high school graduation plus additional specialized training in the accounting or secretarial fields. At least three years secretarial/accounting work experience in a real estate, title or similar field with at least two years of experience working with the recording of records for a governmental agency and at least six months' prior working experience in the County Clerk's Office. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of elementary accounting, office procedures, laws, regulations and practices affecting public records. Knowledge of office practices and procedures. Familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to read and understand correctness/completeness of a variety of documents presented for recording. Ability to make accurate mathematical and accounting calculations. Ability to maintain the confidentiality of records encountered. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT 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.

General office environment.