
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Clerk	CLASSIFICATION:	043
SUPERVISOR:	County Clerk	SALARY RANGE:	20
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

GENERAL STATEMENT OF DUTIES: Perform various duties in the recording of documents and the maintenance of official records. Receive fees and reconcile accounts. Provide information and assistance to the public as necessary. Do related work as required.

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

Record and file various documents into County Clerk's records and review documents for proper form and accuracy. Assign document numbers and indexes into reception book.

Collect appropriate fees and issue receipts. Run reports related to money received and various index reports regarding daily recordings.

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

Issue various licenses obtainable through County Clerk's office.

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.

SUPERVISION RECEIVED: Work under the close 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 and one year experience in a title, real estate or County Clerk's Office, involving working with deeds, land descriptions or other similar documents. Or any satisfactory combination of experience and training which demonstrates the ability to perform the above duties.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of laws affecting recording activities.

JOB DESCRIPTION: **DEPUTY RECORDING CLERK**

DATE: 07/28/2010

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 calculations and provide change. 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.