

Baxter County Deputy Clerk-Recording Job Description

Exempt: No
Department: County & Circuit Clerk
Reports To: County & Circuit Clerk & Chief Deputy Clerk
Location: Baxter County Courthouse
Date Prepared: January 10, 2018
Date Revised: May 02, 2018

GENERAL DESCRIPTION OF POSITION

Works with and assists the general public, attorneys, Judges, realtors, other county employees, and Elected Officials, whether in person, by phone, or mail, and performs related work as required. This person will be cross trained and available to perform any duties of the Clerk's Office as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Record and file legal documents, including Court orders and other court documents, wills, inventories, accountings, land records such as deeds, mortgages, surveys, plats, etc. All documents are filed, given an instrument number, scanned and indexed in the computer daily. Recorded documents will be downloaded onto a USB stick provided to local abstractors. All information is also supplied to the Assessor and Credit Bureau. Copies of surveys are supplied to local Surveyors.
2. Issue, record and computerize all marriage records.
3. Register voters and assist as needed with early voting and other election processes.
4. Key in cash receipts into the computer daily and balance it with daily deposits.
5. Provide excellent service to the general public on a regular basis and assist them in obtaining information regarding public documents/records maintained by the Clerk's Office.
6. Answer phones and handle whatever is requested.
7. Will be cross-trained and available to perform any duties of the Clerk's Office as needed.
8. Open and close the office.
9. Assist with cleaning the office.
10. Assist other deputy clerks with other job functions of the office.
11. Assist Clerk with other duties as assigned.
12. Be at work on time and ready to go to work by 8:00.
13. Perform any other related duties as required or assigned.
14. Perform all duties with excellence, with a focus on accuracy and customer service.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 7 to 11 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED and PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY**FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Highly repetitive, low physical. Highly repetitive type of work which requires concentration in the performance of tasks for consistent time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to talk or hear; frequently required to stand, walk, sit, use hands to finger, handle, or feel; and occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Interrelationships: All county elected officials and employees in all county departments, employees in city and state government offices, judicial personnel, auditors, attorneys, abstractors, bankers, real estate agents, surveyors, candidates for public office, and most importantly, the general public.

PERFORMANCE STANDARDS-

Satisfactory performance will be achieved when the employee:

- completes all responsibilities required in an efficient, neat, and timely manner while having a complete understanding of the all duties performed
- can interact with everyone in a courteous and efficient manner
- has the ability to handle situations with ease
- understands the importance of his/her role as it reflects and relates to the responsibilities of the County & Circuit Clerk

Confidentiality:

There are some very confidential records maintained the County & Circuit Clerk's office, which requires absolute confidentiality of the staff. Adoption records, juvenile records, and warrants are not public information, and cannot be viewed by anyone without an order from the Court. Warrant information is not public record until the warrant has been returned served, and a file is set up. A mistake in this area could cost the employee their job.

POSITION QUALIFICATIONS-

- Must be willing to represent the County & Circuit Clerk's Office in a positive manner at all times.
- High School Diploma or equivalent required.
- Must be computer literate, able to type fluently and operate office equipment such as a computer, typewriter, calculator, multi-line phone, copier, cash register, scanner and fax.

- Must be detail oriented and have strong multi-tasking skills and organization ability.
- Must possess excellent interpersonal, communication, and phone skills.
- Must be able to work proficiently with numerous interruptions.
- Must maintain high degree of accuracy in performance of daily job duties.
- Must be a problem solver.
- Must be a team player.

Nothing herein shall constitute an employment contract. This job description describes the basic duties to be performed but does not list all duties. The job description may be changed by the supervising Elected Official.