

Clinton County, Iowa
Job Description

Clinton County Recorder's Office

Job Title:	Clerk I	Job Code: N/A
Department:	Recorder	Pay Grade: 4
Reports to:	County Recorder	FLSA: Non-Exempt
Salary Range	16.38	

SUMMARY: The Clerk I shall assist the County Recorder, the First Deputy, and the Clerk III in all areas that fall under the responsibility of the Recorder. Exceptional service shall be expected at all times with respect to the public given through courteous, concise, professional treatment, and accurate and efficient transaction management. The work requires the exercise of a high level of discretion and the application of administrative and business management skills. The position also requires a high level of customer service. The Clerk I will lead by example with behavior and work ethic becoming of Clinton County.

Essential Job Duties and Responsibilities:

- Represent Clinton County and perform duties in a professional, responsible, and trustworthy manner.
- Maintains a positive working relationship with the County Recorder, the office staff, and public.
- Ability to utilize all Microsoft applications, scanners, calculators, fax machines, photocopiers, and multi-line telephones.
- Establish and maintain effective working relationships with co-workers, other departments, professional groups and members of the public
- Assist the Deputy, Clerk III and Recorder as directed in **cash management** efficiency.
 - Accurately enter individual transactions.
 - Participate in the daily trial balance as needed.
- Contribute to the Recorder's office by being a good **team member**. Be respectful of authority.
 - Demonstrate a willingness to participate when needed.
 - Keep conversations not related to the business of the Recorder's office to a minimum.
 - Receive coaching moments constructively and with open-mindedness.
 - Be aware of ways to improve Recorder operations/ procedures and offer suggestion when appropriate.
 - Be capable of working independently.

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- Contribute to Reorder's standard of excellence in **customer service** by treating County employee and public courteously and respectfully at every opportunity.
 - Clerk I shall consider information obtained in transactions confidential and shall conduct business in a manner and tone that doesn't compromise confidentiality.
 - The Clerk I is specifically prohibited from giving legal advice, making warranties or representations of any kind.
 - Shall have the ability to handle various smells (i.e. perfumes, smoke, etc.) and behaviors that may be encountered while working with the general public.
- Assist the Deputy, Clerk III and Recorder as directed in the **recording of documents** and **document preservation** effort. Receive training from the Recorder, Deputy, and Clerk III to develop proficiency with real estate documents by being able to independently prep documents for recordation.
 - Also includes regular handing of large books
 - Clerk I shall have the ability to handle the dirt and dust that comes with aged document books by using the surgical masks provided
- Assist the Recorder as directed with the **Iowa Department of Public Health and Department of Natural Resources**.
 - Contribute to the production of **vital records** by accurately generating both certified and uncertified copies of birth, death, and marriage records from IVES system and books in the Recorder's office
 - Assist the Recorder in the marriage licensing process
 - Balance all tender transactions accurately
 - This may involve the need to handle large books as previously stated
 - Assist the Recorder with matters relative to the **DNR** by registering, renewing, and titling boats, snowmobiles, ATVs and UTVs.
 - Sell hunting and fishing licenses, trail passes, disabled license applications
 - Balance all tender transactions accurately
- Performs other duties as assigned.

Minimum Qualifications Requirements - (Education and Experience):

Two- three years of related experience in real estate, banking, legal, customer service or document processing work. High School Diploma/GED Required. An AA degree in business administration or related field preferred.

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Minimum Qualifications – (Knowledge, Skills and Abilities):

- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands of office changes.
- Ability to effectively utilize all office equipment.
- Ability to establish and maintain effective working relationships with co-workers, other departments, professional groups and members of the public.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Knowledge of standard office practices, procedures, equipment, related hardware and software.
- Ability to learn specialized equipment and software related to business needs.
- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to adhere to policy
- Ability to uphold a positive image of the Clinton County Recorder's office.

Language Skills:

- Ability to read and comprehend general business and legal documents.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from various professional groups and the general public.

Mathematical Skills:

- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio and percent.
- Make change in American money.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain confidentiality and security of law enforcement information as appropriate.

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Work Environment:

- Noise – Moderate (example: business office with computers and printers, light traffic)
- Ability to work at times within stressful and confidential situations.
- Working with the public can cause exposure to unpredictable smells in example: perfume, smoke, body odor.

Physical Demands:

- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, or crawl – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 25 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.

Certificates, Licenses, Registrations:

Supplemental Information:

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.