

MORGAN COUNTY POSITION DESCRIPTION

TITLE <u>Recording Clerk I</u>	GRADE <u>4</u>
DEPARTMENT <u>County Clerk & Recorder</u>	DIVISION <u>Professional & Admin.</u>
EXEMPT/NON-EXEMPT <u>Non-exempt</u>	REVISED <u>July 2018</u>

GENERAL STATEMENT OF DUTIES:

Date Entry/Recording Clerk records documents in the County Clerk's office. Performs a variety of routine clerical work, according to the appropriate assignments. Performs all other job duties as assigned.

Must be at assigned station by 7:52 a.m. daily, prior to doors opening to the general public.

SUPERVISION RECEIVED:

Works under the general direction of the Clerk and Recorder or in her/his absence works under the direction of the Chief Deputy Clerk.

ESSENTIAL JOB FUNCTIONS/SKILLS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of the job at any time.

- ◆ Computer literacy.
- ◆ Ability to deal with the public in a friendly, alert, and polite manner.
- ◆ Ability to communicate effectively with the general public and co-workers.
- ◆ Ability to establish and maintain effective working relationships with employees and public.
- ◆ Enters all documents to be recorded using data entry terminal.
- ◆ Operates office machinery to include typewriter, cash register, calculator, copy equipment, fax plotter/copier and microfilm reader/printer.
- ◆ General office knowledge and ability to perform administrative/clerical duties as required by position. Answers telephones and conveys messages. Ability to understand and follow written and oral instructions. Ability to type 50 wpm accurately. Ability to work independently. Ability to recognize and maintain confidentiality as appropriate.

- ◆ Continuously interacts with the public requiring professional demeanor and appearance.
- ◆ Ability to understand and follow written and oral instructions.
- ◆ Ability to make decisions in accordance with rules, regulations, laws and procedures.
- ◆ Ability to count cash, make change and balance daily cash drawer.
- ◆ Excellent language skills (spelling, grammar, punctuation). Strong verbal, interpersonal and leadership skills.
- ◆ Ability to organize thoughts and tasks and to use time efficiently.
- ◆ Ability to adapt well to change and to commit to County policy of continuous improvement.
- ◆ Wait on customers for recording transactions including deeds, judgments, liens, mortgages, leases and financing statements. Helps prepare marriage licenses. Files and records plats and maps. Files and plots monument records.
- ◆ Compiles daily reports and proofs all documents to be entered into the system.
- ◆ Ability to locate and retrieve historical documents for customers.
- ◆ Assist the Elections Department as an Election Worker as needed and be able to complete the necessary training as required by the Secretary of State.
- ◆ Willing to learn the processes and regulations related to the Election, Motor Vehicle and Recording Departments .
- ◆ Other duties as assigned.
- ◆ Be flexible when dealing with job requirements.

QUALIFICATIONS:

- ◆ Equivalent combination of education and experience that satisfy the requirements of the job.
- ◆ General clerical knowledge.
- ◆ Knowledge of accounting principles and financial reporting.
- ◆ Extensive knowledge of Microsoft Word and Excel as well as the internet.
- ◆ 10 key by touch and knowledge of office equipment.

NECESSARY SPECIAL REQUIREMENTS/PREREQUISITES:

- ◆ Possession of a valid driver's license.
- ◆ Must be registered to vote in the State of Colorado.
- ◆ Must submit and pass an annual CBI/FBI fingerprint check.
- ◆ Must comply with Colorado Revised Statutes as per training hour requirements.
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-700 & IS-100 within 6 months of hire.

EDUCATION:

- ◆ High school graduate or equivalent.

WORK ENVIRONMENT:

- ◆ Work is generally confined to a standard office environment.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- ◆ VISION - Individual must be able to read handwritten or printed material, and read from a computer monitor.
- ◆ HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- ◆ LIFTING - Must be able to lift, carry, push or pull a minimum of 25 pounds.
- ◆ MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking while operating in the office. Occasionally* stoops, kneels, balances, reaches, crawls, and crouches while performing manual office duties.
- ◆ DEXTERITY - Frequent* use of eye, hand, and finger coordination enabling the use of automated office machinery.
- ◆ COMMUNICATION - Individual must be able to clearly understand the English language and be understood while speaking the English language.
- ◆ DRIVING - Individual must be able to operate a motor vehicle.

- *Occasionally: Activity exists less than 1/3 of the time.
- *Frequently : Activity exists between 1/3 and 2/3 of the time.
- *Constantly : Activity exists more than 2/3 of the time.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

Employee Signature:	Date:
Human Resources:	Date: