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## Montana Association of Counties

*Property & Casualty Trust*

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### DEPUTY CLERK & RECORDER

*Meagher County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

|                    |                           |                     |  |                                 |
|--------------------|---------------------------|---------------------|--|---------------------------------|
| <b>Job Title:</b>  | Deputy Clerk & Recorder   | <b>FLSA Status:</b> | <input checked="" type="checkbox"/> Non-Exempt | <input type="checkbox"/> Exempt |
| <b>Department:</b> | Clerk & Recorder's Office | <b>Reports to:</b>  | Clerk & Recorder                               |                                 |

**Work Unit Overview:** The County Clerk and Recorder's Office preserves the records of the County. The Records Department is responsible for recording, scanning and indexing deeds, mortgages, surveys, mining work, resolutions, military discharges, and various other documents. The Department also files birth and death records, federal tax liens, notices of action, attachments, judgments, executions, and other miscellaneous documents. In addition, the department processes realty transfer certificates which are used by the Department of Revenue to determine the market value of real property in the County.

**Job Summary:** The Deputy Clerk & Recorder is responsible for performing specialized clerical duties pertaining to the administrative support of the County Clerk and Recorder's Office which serves the public and preserves the records of the County. Duties include maintaining all assigned records at a maximum level of efficiency for the benefit of public accessibility. In absence of the Clerk & Recorder, the Deputy shall perform all duties required of the C&R as prescribed by law.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- File birth and death records, federal tax liens, notices of action, attachments, judgments, executions, and other miscellaneous documents to preserve the records of county citizens according to policies and laws. Search uniform commercial code records and federal tax lien records upon request.



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- Record, scan, and index deeds mortgages; surveys, mining work, resolutions, military discharges and many other documents according to departmental procedures and applicable laws. Process realty transfer certificates and make them available to the Department of Revenue in order that the market value of real property in the County can be determined. Understand, read and interpret legal descriptions and documentation. This position makes decisions regarding the overall acceptability of legal documentation and records received and provided by the County in accordance with varied regulations and requirements. Standardized recording practices and procedures, guidelines, and methods are available to ensure compliance with statutes, rules, requirements, and laws. Specific laws, regulations and processes are available and must be followed. The incumbent is empowered to exercise good judgment in applying these laws, regulations and processes.
- Provide timely, courteous internal and external customer service by greeting and assisting the public and other staff in a professional manner. Provide directions, instructions, and explanations regarding a variety of general issues related to the functions of the Clerk and Recorder's Office. Provide proper forms and accurate instructions to the public. Maintain strict confidentiality of information. Keep informed of any legislative/procedural changes necessary to assist the public.
- Assist the public in their efforts to search county public records by directing them to the appropriate database, website, or file location for physical records. This may include locating information related to land records, elections and various other records, forms, deeds, claims, certificates, etc.
- Assist in monitoring land transfer documents, certificates of survey and subdivision plats to enforce statutory requirements and subdivision regulations.
- Assist Election Administrator with all local, municipal, county, federal, school and special elections and election preparation. Maintain and update accurate voter registration records. Required overtime during election cycles. Understand, read and interpret federal, state and county elections laws, rules and procedures.
- Process all monetary transactions efficiently and in accordance with established guidelines. This includes but is not limited to; collecting and processing all monies received by the records department through making copies of various records, document viewing fees, registration fees, filing costs, birth and death certificates, issuing food permits, and other related services. Receipting and providing receipts upon completed transactions. Create reports, balance cash receipts and recording fees that have been received. Print and mail monthly billing statements.



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- Work between Customer and Sanitarian on reviewing, updating and filing septic permits. Maintain records and update Septic Installers for the county. Accept food permits for Sanitarian approval. Collect applicable fees, and issue permits and receipts.
- Assist Clerk & Recorder with Cemetery responsibilities including accurate record keeping, collecting applicable fees, and issue documents and receipts.
- Local contact for Rural Addressing

#### **Non-Essential Functions:**

- Attend workshops, seminars, and educational sessions to keep updated on Clerk and Recorder's Office procedures, guidelines, and changes in the law.
- Perform other duties as assigned including managing special projects, organizing and filing microfilm documents, performing elections clerk tasks, attending meetings and conferences, providing backup for other staff, and participating in training, etc.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting, and walking.
- Required to reach with hands or arms, stoop, kneel, crouch, and some light occasional lifting in the file storage area (occasionally up to 25 pounds) for research purposes.
- Working on a computer and communicating with others.
- Subject to frequent interruptions and a low to moderate noise level.
- Work in an office environment with interaction with the public.

**Supervision Exercised:** This position does not regularly supervise other county staff.



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#### **Knowledge, Skills, and Abilities:**

- The job requires knowledge of office management systems, business English, mathematics, personal computers and word processing, filing and records maintenance procedures, basic bookkeeping, and accounting procedures. Experience and knowledge of office equipment including but not limited to copier, fax, scanner, label makers, postage machine.

The job requires clarity of speech and hearing, sufficient vision, with or without correction. Sufficient manual dexterity, with or without reasonable accommodation.

Active listening, skills in mathematics, reading comprehension, writing, typing a minimum of 35 words per minute, critical thinking, and time management.

The job requires the ability to maintain strict confidentiality of information, manage stress, multitask, and communicate effectively verbally and in writing.

#### **Independence of Action:**

The position will use established reception and customer service techniques; documentation and records management guidelines and Clerk and Recorder Elections office guidelines and policies. The Clerk and Recorder is available to provide assistance as needed.

#### **Personal Contacts:**

This person has contacts with title companies, realtors, appraisers, surveyors, attorneys, county employees, and members of the public to exchange factual information, coordinate routine activities, resolve problems, provide assistance in locating specific records, and respond to various inquiries that may require some interpretation of agency policies.

#### **Education and Experience:**

The job requires education and experience equivalent to a high school diploma or GED with courses in typing, general office procedures and one (1) year of responsible office/clerical experience. Equivalencies include any combination of education and experience which satisfies the required knowledge, skills and abilities.