

CEDAR COUNTY
JOB DESCRIPTION

Title: Clerk

FLSA: Non-Exempt

Department: Recorder/Registrar

Reports To: Recorder

Date: July 2013

Pay Band: 11

PURPOSE OF POSITION

Under supervision to perform a variety of routine clerical duties involved in the creation and maintenance of the official county records, including licenses, registrations, deeds etc.

Record and maintain vital records including births, deaths, marriages, etc. in the absence of the Recorder.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervise and participate in the proper recording of all legal documents including deeds, mortgages, affidavits, surveys, releases etc.

Assist the public in searching for, locating and reviewing various documents and related legal papers and providing for photo copies of real estate records as needed or requested.

Accepting or preparing marriage applications.

Providing photo copies or preparing certified copies of vital records (as legally able).

Record and maintain vital records; including births, deaths, marriages, etc.

Issue hunting and fishing licenses and prepare accounting reports and records.

Issue boat, snowmobile, ORV and ATV registrations and titles and record liens on such property.

Enter data on a computer to maintain accurate and complete records of ownership and liens. Processes scanning of records into the county imaging system. Verifies information recorded manually, through data entry and through document scanning to ensure transactions are completed with accuracy.

Collect fees, balance accounts and prepare routine accounting reports and records.

Serve as the counter receptionist and answer telephone calls, while drawing on knowledge of the Code of Iowa and standard practices as it relates to real estate, DNR and vital records.

Performs clerical duties such as typing, filing, sorting, stamping and photocopying.

Operate computer, copy machine, mailing and fax equipment. Operate calculators, cash register and other machinery or equipment that may become part of the office.

Establish and maintain effective working relationships with County officials, and other government officials, employees and the general public, and maintain regular and punctual work attendance.

Assist in the preparing and/or checking vital records reports.

Operate the passport camera and printer. Taking photographs that meet passport services guidelines and processing the photos.

Notarize documents as a county registrar.

Act in the absence of the Recorder and take over full responsibility of vital records.

Prepare daily bank deposits, balance bank statements and/or check each of these.

Close out the cash register and/or check each of these.

Perform related duties as required.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

Under supervision of the Recorder for all job duties.

Under supervision of the First Deputy Recorder for all duties except for vital records.

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 to perform the essential functions. Must be able to communicate with others in the office to successfully accomplish the duties of the office.

EDUCATION and/or EXPERIENCE

High School diploma or General Education Degree (GED) or equivalent. Extensive knowledge of one or more of the areas of this office would be considered. Must be able to adapt to each aspect of the office within a reasonable time frame.

LANGUAGE ABILITY

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to coworkers and customers.

MATHEMATICAL SKILLS

Must be able to use and comprehend graphs and charts, and make change in American money. Must be able to add, subtract, multiply and divide with the use of a calculator.

COGNITIVE DEMANDS

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATIONS, LICENSES, REGISTRATIONS

Ability to become a state registrar (only for notarial duties).

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and distance vision.

Some reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, as long as job performance is not hindered.

ENVIRONMENTAL ADAPTABILITY

The work environment characteristics described here are representative of those 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.

The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

Cedar County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the Employer.