

Job Title: Index/Scanning/Recording
Records Clerk **Job Classification:** FLSA : Non Exempt

Department: County Clerk **Compensation:** Paygrade 8

Supervisor: County Clerk/Chief Deputy **Hours:** 8AM – 5PM, M-F

Job Summary:

Maintains accurate records in the county clerk's office by performing the following duties:

Records legal documents in official records for county clerk's office and backup for vital statistics by performing the following duties. Assists the public in finding information they are looking for in the land records in the county clerk's office by performing the following duties.

Indexes into the computer all the pertinent information from documents recorded in the Official Records. Maintains and updates procedural manual for indexing department. Mails out all recorded documents after indexing is complete. Sets up new accounts for customers that request copies of information on various media. Assists in duplicating copies of record index on compact cd's, diskette's, and computer print-outs.

Assists the public by copying records upon request, performing searches, and answering questions over the telephone and at the counter.

Preparing and checking documents to be scanned to optical disc. Scanning to optical disc documents to proper document categories and checking daily work after scanned. This position requires sitting at the scanning station for an 8 hour day. Should be very conscientious and meticulous. Checks documents for recording, collect fees and make change, record documents, and receipt documents.

Assist in the Elections Department when needed.

Oversee department activities by assisting in daily procedures. Stay current with changes in the laws with respect to the county clerk's office.

Perform and assist subordinates with daily duties of the office when necessary. Maintains work ethics and assists the public by performing managerial functions in the departments.

Minimum Job Requirements

Must meet requirements to be bonded. Must be able to attend training class of duties in all areas of the county clerk's office. High school diploma or general education degree (GED); or five to ten years related experience and/or training; or equivalent combinations of education and experience. Legal and computer knowledge, previous experience working with the public, telephone skills, ability to prioritize daily work. Experience in collections, conduction financial interviews and investigations, credit management, or related experience and knowledge of court procedures. Excellent oral and

written communication skills. Considerable knowledge of and experience in WordPerfect for Windows and Windows 95. Must be able to operate basic office equipment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and must be able to handle a multi-task environment and projects. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills and Knowledge

Ability to read and interpret documents such as safety rules, court documents, operating and maintenance instructions , and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations. A working knowledge of business English and spelling, typing skills, and secretarial skills are required. General knowledge and experience in office practices, procedures and multifunctional tasks. Ability to add, subtract, multiply, and divide in all units of measure. Ability to compute rate, ration and percent. The ability to work under pressure and with irrational customers. Requires organizing, prioritizing, accuracy and attention to detail, flexibility in order to perform a variety of duties, performing routine repetitive duties, working in high volume environment, working with money, occasional irregular hours and/or overtime. Ability to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 reach with hands and arms. The employee is occasionally required to stand, sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an 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 quite.

Safety Recommendations/Requirements

The incumbent in this job must be knowledgeable about and follow the county's safety policies and procedures.

Physical/Drug Screen

Physical/Drug screen applies to this job. Pre-employment physical/drug testing required.

*****Must able to pass a Background Check*****

****EQUAL OPPORTUNITY EMPLOYER****