



AUGUST 26, 2019

JOB OPENING: Clerk & Recorder
POSITION: Clerk
CLOSING DATE: Open Until Filled
REQUIREMENTS: See Attached
DESCRIPTION: See Attached
STARTING SALARY: \$12.40

The Clerk & Recorder's Office is now accepting applications for one (1) full-time Clerk/Counter/Inventory position. Applications can be picked up at the Hill County Courthouse Commission or Human Resource Office or the Havre Job Service. Applications will be accepted until the vacancy is filled.

Hill County is a Drug-Free Workplace & EOE – M/F/Vets/Disability

HILL COUNTY

POSITION DESCRIPTION

MARCH 2019

POSITION: CLERK

DEPARTMENT: CLERK AND RECORDER/ELECTION

ACCOUNTABLE TO: CLERK AND RECORDER and DEPUTIES

SUMMARY OF WORK: This clerk position has a variety of jobs and is flexible from day to day with specific job assignment timelines. This clerk position is a primary counter person but will learn all duties of the office. Requires a broad spectrum of knowledge of records, forms and legal descriptions. Will do various monthly reports, balancing the count of printed claims and payroll checks, document scanning, telephone, indexing, handling heavy books and election equipment, processing of birth and death records. Will be backup person for days when other employees are absences.

JOB REQUIREMENTS:

Education and Experience: This position requires a High School Diploma or equivalent. Experience in office settings and use of office machines. Personal Computer experience preferable.

Abilities: This position requires the ability to: be flexible and do varied tasks while working with numerous interruptions; maintain updated accurate records; prepare reports; work extremely well with people; accurately and efficiently record information; maintain the highest level of confidentiality; communicate effectively both orally and in writing; follow verbal and written instructions efficiently; establish effective working relationships with fellow employees, supervisors and the public. Be able to read and understand the law relative to the duties of the Clerk and Recorder's office. Lift 25 to 50 pounds, and be on feet for extended periods of time.

EXPERIENCE HELPFUL BUT NOT A REQUIREMENT:

- Basic accounting and bookkeeping knowledge
- Knowledge of legal documents and legal land descriptions
- Experience in handling confidential material
- Knowledge of Laws pertaining to recording of documents, birth and death certificates and privacy
- Knowledge of the election process and laws
- Skills in all basic office machines
- Telephone Etiquette
- Scanning and proofing documents and proofing microfiche
- Various computer program experiences

JOB CHARACTERISTICS:

Nature of work: This position performs professional and technical duties requiring attention to accuracy, detail and timeliness in the process of documents and maintenance of records. Position must be able to work well with the public, co-workers and with multiple interruptions. Position maintains the highest level of confidentiality of sensitive information. Must be able to work long & extended hours for elections. Position requires ability to adapt quickly to varying job tasks and to work with minimal supervision. Hazards of the position include heavy lifting of large old books, boxes, and election equipment (weights of approximately 25 to 50 pounds), and minute eye work with microfilm viewers and computer screens.

Personal Contacts: Continual contact with other employees in the office and extensive communication with the general public, both personally and on the telephone. Will also require a substantial amount of contact with other county department employees, supervisors, and elected officials.

Supervision Received: Supervision from Clerk & Recorder and Deputies as need arises.

Essential Functions: This position requires computer skills; basic accounting and bookkeeping; ability to communicate well orally and in writing; understand and interpret laws and regulations of the State of Montana; operate microfilm reader/printer; answer the telephone courteously at all times; write very legibly in record books; type, file, index, retrieve and return heavy books and voting equipment; operate basic office machines including but not limited to: a typewriter, copy machine, ten-key adding machine, computer and scanner. Successful applicant must have the ability to accurately research records and understand legal descriptions and various types of legal documents that are being recorded or filed.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Waits on the counter and assists customers with various requests
- Process monthly District Court Reimbursement
- Domestic Violent Claims
- Inventory
- Assist with Fixed Assets
- Code and deposit various revenues
- Ownership and land descriptions
- House and Senate bills
- Election questions
- Questions regarding records
- Determines if a document is sufficient to be recorded or filed in relation to applicable laws
- Registers people to vote
- Assists with complete election process on a continual basis
- Learn all aspects of Montana voting system
- Index birth and death certificates and makes various corrections and/or adjustments as prescribed by the Montana State Vital Statistics Office
- Issue birth and death certificates

- Various filing duties
- From time to time, covers the switchboard/mail position during absences
- Balances the daily cash drawer to the fee and reception book
- Attends meetings as required by supervisor
- Balance and distributes monthly payroll as directed
- Balance monthly and weekly claims as directed
- Works on the fixed accounting as directed
- Required to learn the fee and reception book job duties in order to be able to fill in for the position if required
- Scan and proof documents
- Proof Microfiche
- Order office supplies as necessary
- File & Index Surveys, Plats & Subdivisions
- Index Plat ownership books and keep up to date
- Performs other related duties as required

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon job performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties with minimal supervision
- Effectively waits on the counter and assists customers with documents.
- Efficiently assists with election process
- Competently and accurately types and files
- Accuracy and honesty in balancing cash drawer daily
- Accurate handling of monthly claims and payroll distribution
- Maintains accurate and timely records
- Observes work hours
- Demonstrates punctuality
- Maintains CONFIDENTIALITY of sensitive information
- Deals accurately, tactfully, and COURTEOUSLY with the public
- Establishes and maintains effective working relationships with fellow employees, supervisors, other county employees and the general public