



JULY 8, 2020

JOB OPENING: Hill County Clerk & Recorder's Office

OF POSITIONS: 1 Clerk

CLOSING DATE: Open until filled

**MINIMUM QUALS: High School Diploma or equivalent
Experience in office settings and customer service**

PREFERRED QUALS: Computer or data entry experience.

DESCRIPTION: Perform professional and technical clerical duties requiring attention to accuracy, detail and timeliness in processing of documents and maintenance of records. Maintain highest level of confidentiality of sensitive information. Primary counter person and extensive communication with the general public, coworkers, other departments and elected officials.

STARTING SALARY: \$12.71/hr

The Hill County Clerk & Recorder's Office is now accepting applications for one full-time Clerk position. Applications can be picked up at the Hill County Courthouse Commission Office, Clerk & Recorder's 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
CLERK
JOB DESCRIPTION**

Hill County is a Drug-Free Workplace & EOE – M/F/Vets/Disability. Hill County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Clerk

Department: Clerk & Recorder

Job Overview: Perform professional and technical clerical duties requiring attention to accuracy, detail and timeliness in processing of documents and maintenance of records. Maintain highest level of confidentiality of sensitive information. Primary counter person and extensive communication with the general public, coworkers, other departments and elected officials.

Essential Functions (Major Duties or Responsibilities): Basic accounting and bookkeeping responsibilities, constant contact and interaction with members of the public, process monthly reimbursements, code and deposit various revenues. Research records and understand legal documents and legal land descriptions, maintain accurate records, and prepare reports. Assist in election processes and understand election laws to ensure compliance. Maintain files and records (physical and electronic). Maintain professionalism when multi-tasking or with constant interruptions. Record, file, scan, data entry, proof information or documents.

Physical and Environmental Demands: Heavy lifting, ability to lift 25-50 pounds and be on feet for extended periods of time. Work long or extended hours for elections. Minute eye work with microfilm viewers and computer screens.

Knowledge, Skills and Abilities: Flexibility and ability to multi-task numerous duties and responsibilities. Maintain professionalism, develop rapport and effective working relationships with the public, coworkers and other departments. Basic accounting and bookkeeping, interpret laws and regulations, operate microfilm reader/printer.

Minimum Qualifications (Education and Experience): High School diploma or equivalent. Experience in office settings and use of office machines.

Preferred Qualifications: Computer or data entry experience.

Special Requirements:

- Fingerprint check
- Background check
- Valid driver's license
- Other; Describe:

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

Employee Review: My signature below indicates that I have read this job description.

Employee

Title

Date

My signature below indicates the statements in the job description are accurate and complete.
