

# Mineral County Clerk & Recorder Office Clerk Position Description

**Position:** Administrative Office Clerk

**Department:** Clerk & Records/Election Administrators Office

**Wage:** \$12.00/hour

## **Summary of Work:**

Performs various administrative duties in the operation of the Clerk & Recorder/Election Administrators Office. Some of the office duties in the operation of the Clerk & Records office include initial contact with the public through the office visits and phone calls; inquiries related to department functions, assisting county commissioners, department heads and personnel with their requests and searching of land records. All other miscellaneous tasks as requested. Some offsite training will be required as well.

## **Nature of Work:**

This position requires the ability to work well with the public and your co-workers on a daily basis. Paying very close attention to detail, organizational skills, good typing skills, accurate bookkeeping, computer knowledge and/or experience is expected. assisting with maintaining accounts payable, voter registration, elections, employee payroll and personnel records. Working in an office environment with recurrent interaction with the public with frequent interruptions and a low to moderate noise level.

Position requires the ability to learn legal descriptions, utilize maps, surveys and recorded documents to provide accurate information to the public. Filing confidential birth and death records. Certain information in the office is very sensitive, confidentiality is a necessity. Working unsupervised will be required on occasion. All other miscellaneous duties as requested.

## **Personal Contacts:**

Daily contact with the public and occasionally other county, state and federal offices. Work and interact with other county employees on a daily basis and the Mineral County Board of Commissioners.

## **Essential Functions:**

Position requires experience of computers and software programs such as Microsoft Office 2010, including word, excel. The position will require training in and learning of

several different software programs pertaining to county government. The position will require ability to type, file, communicate orally and in writing, answer the phone and record accurate messages, receive fees for recording and copies, general knowledge and ability to operate office machines (copiers, faxes, etc.) is expected of this position. Receive and post daily mail. Track office inventory and process orders for supplies. The ability to deal well with stress and stressful situations is essential. There are some physical demands in the office such as lifting heavy awkward land record books, storage boxes and election equipment. Some offsite training will be required as well.

**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. The job requires skills in active listening, problem solving, speaking clearly so others can understand information that is unfamiliar, mathematics, reading comprehension, writing, knowledge of typing, 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.

**Education/Experience:**

High school diploma or equivalent. Office/Clerical experience preferred. Governmental accounting knowledge a plus.