

Park County

Job Description



Title: Deputy Clerk I	Code: 412
Division: Administration	Effective Date: 6/1/2010
Department: County Clerk	Last Revised:

GENERAL PURPOSE

Performs a variety of **entry level clerical duties** as needed to expedite the efficient and effective delivery of public services afforded through the office of the County Clerk. Performs clerical functions specific to motor vehicle titling, marriage licensing, record retention, public records, research and related duties, document recording and election duties as assigned.

SUPERVISION RECEIVED

Works under the general supervision of County Clerk or First Deputy Clerk or assigned trainer.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Land & Document Recording: Serves the public by; processing requests related to recording of legal documents and executing conveyances; verifies information, date stamps, assigns recording and indexing codes and numbers; indexes grantor and grantee information and legal descriptions; operates computer for entry and retrieval of data related to recordings of deeds, mortgages, marriage licenses, liens, judgments, leases, foreclosures, mining claims, Notary Publics, UCC financing statements, defaults, assignments, etc.; updates permanent database and indexes according to established procedures; assures accuracy of completed entries.

Performs Uniform Commercial Code (UCC) lien searches; follows established processes related to UCCs, State and Federal Tax Liens or Releases; works with the general public, title companies and other institutions to identify the status of various properties; prepares certified copies of search results and documents; prepares and issues receipts; certifies copies of recorded documents with the proper information and seal; mails recorded documents as required.

Participates in the document archiving process; organizes, scans, films, proofs, disposes of and stores documents according to established guidelines; operates microfilm equipment; oversees microfilm schedule for records and documents and prepares the same for County and State Archives.

Assists customers, to the extent the data exists, in searching public records.

Motor Vehicle: Receives, reviews and processes various title applications, security agreements and financial statements; assists citizens in the completion of applications for motor vehicle titles; proofreads applications, calculates factory price; reviews forms and documents to verify that all necessary signatures are present and that all information is accurate and complete; collects appropriate fees; follows established guidelines to attach or release title liens.

Performs various complex title transactions, i.e., NR titles, Out of State, Salvage, Mechanics Liens, fleet and dealer titles, etc., by obtaining information from available manuals and resources; performs and executes lien filings including Assumption of Lien, Transfer of Equity Filing, Substitution of Collateral, Second, Third, and Fourth Liens and Lien Extensions; processes documents by dating, indexing, posting, and providing official numbers; sorts and files documents and reports for the department.

Performs daily balance and set up of the cash drawer; performs review of revenues and balancing functions; monitors and conducts balancing processes to verify accuracy of deposit amounts; assures balancing between collections and money deposits.

Marriage Licensing: Receives fees and writes receipts, assists the public with marriage licensing questions; processes marriage applications to issue marriage licenses; prepares and submits monthly report of licenses processed to State Vital Records.

MINIMUM QUALIFICATIONS

Education and Experience:

- A Graduation from high school; plus two (2) years of training with course background in basic office practices and procedures;
- AND
- B. One (1) year of experience in a multi-function office setting.
- OR
- C. An equivalent combination of education and experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Have or obtain a **Working knowledge of** personal computer operations and various software (word processing, etc.); interpersonal communication skills and public relations; modern filing and office system;

Ability to perform basic mathematical computations; operate a variety of types of standard to complex office equipment; perform under time pressures in meeting work obligations and deadlines; communicate effectively, verbally and in writing; develop effective working relationships with elected officials, public, and fellow employees; type accurately; operate computer keyboard.

Special Qualifications:

Must be able to type and file accurately.

Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Occasional moderate to heavy lifting. Requires use of ladders and step stools to access and retrieve records from shelving systems. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking; guided and creative problem solving. Occasional travel required in the course of performing job duties.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)