JOB DESCRIPTION

JOB TITLE: Clerk I – Motor Vehicle Clerk, Copy Clerk, Part-time Recording Clerk, General Office Duties

REPORT TO: Lincoln County Clerk and/or Chief Deputy Clerk

DATE: March 4, 2013

POSITION PURPOSE:
The purpose of this position is to obtain overall knowledge of the work done in the County Clerk’s office and to be able to assume the majority of the duties of another Clerk I, other than the Driver Examiner.

ESSENTIAL DUTIES:

1. Motor Vehicle – Process renewal applications, check for accuracy and completeness of mortgage papers and new title/registration applications, process duplicate titles, permits and handicap applications, and complete changes in vehicle registrations.

2. Copy Clerk – Make copies of recorded documents for researchers, either using the Xerox machine or the Reader/Printer machine. Requires careful and conscientious handling of heavy books, often multiple times in a day.

3. Customer Service – Sell marriage licenses, answer questions about the services offered in the office, make copies and show customers where specific items are in the vault.

4. Supply Clerk – Maintain the office inventory of license plates, tabs, labels, forms, paper and other office supplies, and check motor vehicle tab boxes for missing numbers.

5. Daily balancing – Balance cash and receipts with all daily business transactions and complete bank deposits with County Treasurer the following day.

6. Part-time Recording Clerk – Record documents for public record; scan documents for accuracy, check for correct remittance of fees, input information from documents into computer, affix recording labels, scan documents, generate computer reports, check for accuracy and correct errors. Record information into the marriage license book when necessary. Proofread recording daily once recording procedures are understood. These duties will be performed only in the absence of the recording clerk.

7. General Office Duties – Operate and maintain office equipment, answer telephone, filing, typing, computer data input, assist other office staff with payroll and/or minimal accounts payable duties, index recorded document information during lag time, other duties as assigned.

MARGINAL DUTIES:

1. Handling office mail
2. Opening and closing office
3. Answering the telephone
4. Sending e-mail
5. Other marginal duties as assigned
SKILLS AND ABILITIES:

1. Excellent public relations and communications skills; dealing with difficult customers
2. Office skills including computer knowledge and use, typing, filing, calculator, copier, and fax machine use
3. Ability to concentrate, read, and count
4. Ability to work alone and make independent judgments
5. Ability to follow written and verbal instructions
6. Willingness to teach and learn new processes and use of various pieces of equipment
7. Problem-solving and negotiation abilities
8. Ability to interpret written instructions and materials
9. Neat, precise work habits and attention to detail
10. Ability to complete forms
11. Math, telephone, and letter writing skills
12. Ability to accept and adapt to changes
13. Legible handwriting
14. Good memory and perception skills
15. Ability to assume responsibility for the County Clerk’s office

WORKING CONDITIONS:

Must be able to work in close proximity with other people, yet balance interruptions from customers and phone and noise distractions from equipment and other individuals. Working alone and under the pressure of meeting deadlines is also a requirement.

PHYSICAL DEMANDS:

1. Standing – Waiting on the counter, daily balancing, running reports, using and servicing equipment, filing and completing forms. Must be able to stand at a 44” high counter and standing desks, access motor vehicle supplies located at a height of 57”, use equipment that has controls and/or features that range from 44” to 62” from the floor, reach books that are located up to 6’2” from the floor, and access materials that are up to 6’7” from the floor.
2. Sitting – Motor vehicle transactions, making copies on Reader/Printer, typing, filing, recording, and other computer work.
3. Light Lifting – Pulling large books, boxes, or other supplies from shelves, carrying supplies to or from equipment. Light lifting is defined as lifting no more than twenty pounds at one time, but frequently lifting up to ten pounds.
4. Moderate Lifting – Motor vehicle inventory, ballot boxes and election supplies and equipment, filing printouts and vouchers and other supplies and paperwork, and helping with vault cleaning.
5. Walking – To the counter, vault, equipment, computers, storage room, etc.
6. Climbing – May require standing on a 4’ ladder to access supplies or store documents and paperwork.
REMARKS:

The above job description is intended to describe essential duties of an employee and does not necessarily describe all of his/her marginal duties.

QUALIFICATIONS:

High school diploma or equivalent, basic office skills of typing, filing, and use of computer, calculator and other general office equipment, excellent communication and public relations skills, and knowledge of general office procedures.