

JOB RESPONSIBILITIES FOR RECORDERS OFFICE DEPUTY CLERK
Class Code: 10A1 - \$14.17 DOE - Full Time / Benefited Position
Reports to the Shoshone County Clerk

CLASSIFICATION SUMMARY

Primary function of the Records Office Deputy Clerk is to perform a variety of clerical duties related to direction and controlling the recording of legal documents, instruments and records filed with the County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process requests for Marriage Licenses, Passport Applications, Liquor Licenses, record various documents, such as property Deeds, Power of Attorney, Records of Surveys, Mining Claims, Marriage Certificates, Birth and Death Certificates and other miscellaneous records.
- Assist the General Public with obtaining copies of recorded documents such as, Property Deeds, Plat Maps, Marriage Certificates, Death Certificates, Marriage Records, Property Liens, provide access to historical records dating back to 1871.
- Process money received for record requests, fees and costs in the form of cash, check or credit card.
- Process incoming and outgoing mail daily.
- Balances and reconcile daily cash receipts.
- Ability to organize assigned tasks and adhere to defined time frames to process documents
- Monitor email and process documents received electronically.
- Provide public assistance in person, via email and on the telephone.
- Answer citizen questions in a courteous and timely manner – within the confines of Idaho Code regarding what information can be shared.
- Keep immediate supervisor informed concerning work progress, present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Always maintain strict confidentiality; Will not discuss confidential information or provide any legal advice or direction.
- Attend required specialized training classes and seminars. (Some may require travel)
- May be assigned to assist other department and County employees as needed or requested;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
- Work independently;
- Prepare, review, and maintain files, records, reports, databases, and correspondence, determining content and follow-up, if required;
- Organize and follow oral and/or written policies, procedures, and instructions;

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Recorded Document processes, methods, legal terminology and policies;
- Applicable local, State and Federal statutes, codes and ethical standards;
- Processing of payments; Balancing a till.
- Become Passport Agent Acceptance Agent Certified
- Must type a minimum of 40 words per minute;
- Operate standard office equipment, a personal computer, and program applications appropriate to assigned duties;
- Operate Microfilm Equipment
- Considerable knowledge of Microsoft Office Suite – Word, Excel and Outlook;
- Computer Arts Computer System
- Communicate clearly and concisely, orally and in writing;
- Preparation and maintenance of records, files, reports.
- English spelling, grammar, punctuation and composition;

Skill and Ability to:

- Perform the duties of the Records Office Deputy Clerk described above, including maintaining a professional demeanor during emotional and/or stressful times;
- Prepare, review, and maintain files, records, reports, databases and correspondence, determining content and follow-up, if required;
- Organize and follow oral and/or written policies, procedures and instructions;
- Perform a wide variety of duties with accuracy and speed under the pressure of time sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Establish and maintain effective working relationships with co-workers, the public, supervisory personnel and other County employees. Respond to citizen requests in a courteous and effective manner;
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies;
- Must be able to maintain confidentiality in all aspects of the job;
- Adhere to the Personnel Policy and other Shoshone County policies and procedures.

ACCEPTABLE EXPERIENCE AND TRAINING

- High school diploma or GED is required
- Considerable knowledge of general office practices and procedures

- Two (2) year Title Company experience processing property documents & records;
- Be able to Reconcile Payments
- Must be Bondable
- Demonstrate interpersonal communication skills and maintain confidentiality on sensitive issues.
- Be able to perform accurately under times constraints
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

Professional Business Dress code is required Monday through Thursday, Friday is causal day.

JOB RESPONSIBILITIES FOR ELECTIONS DEPUTY CLERK
Class Code: 11A1 \$14.93 DOE - Full Time / Benefited Position
Reports to the Shoshone County Clerk

CLASSIFICATION SUMMARY

Primary function of the Elections Deputy Clerk is to perform all job responsibilities of the Recorders Office Deputy Clerk, as well as, manage all aspects of the Election process for Shoshone County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the Voter Registration process
- Knowledgeable on Election and Voter Laws per Idaho Statutes
- Coordinate with Taxing Districts for Election Criteria
- Manage Declaration of Candidacy & Petitions
- Validate Voter Registration & District Associations
- Preparing Ballots and Sample Ballots for Elections
- Publicize Election Information in the News Paper of Record
- Proper Operation & Verification of all Election Equipment
- Prepare Election Volunteer Training for Election Day
- Process the mailing out and receipt of Absentee Ballots
- Staff All Elections 8 AM to 8 PM at the Courthouse.
- Counting and Validation of all Ballots from all Precincts & Absentee after polls have closed.
- Update and maintain voter historical records on the reporting all Election Results according to current procedures.
- Archive Ballots with Election Results after each Election