



CUSTER COUNTY DEPUTY CLERK/RECORDER

Below is a brief overview of the many duties assigned to the Clerk's Office. Employees of the office are not expected to learn every job however all employees are cross trained on several activities.

The principal function of a Deputy Clerk/Recorder is to perform a variety of technical, legal, and clerical duties involved in the recording and processing of the County's records, to include records documentation, archiving, preservation, research, and to maintain the accuracy and integrity of data in the Records Office. A Deputy Clerk/Recorder must possess strong clerical and customer service skills; he/she has acquired knowledge of department functions through on-the-job experience and has become a department-related specialist with a good working knowledge of department policies and procedures. This position also performs administrative work assisting the County Clerk in performing legally defined County statutory functions and may be assigned to assist the Jury Commissioner with related administrative work. The work is performed under supervision of the County Clerk/Auditor but some latitude is granted for the exercise of independent judgment using standard practices to resolve customer issues or correct procedures. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities

- Maintains confidentiality. The person in this position is authorized to access certain private information as a condition of employment to the extent necessary to perform the required duties. County employees are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. Employees must be very careful not to release this information to the public or to other individuals, including but not limited to other county employees who have not been authorized or who do not have a legitimate organizational, departmental, or business need to know as described in Idaho Code.
- Provides general assistance to the County Clerk in performing administrative duties as defined in State and County statutes, ordinances, and codes;
- Answers incoming phone calls and greets walk-in customers provides general information to the public, answers questions and inquiries, provides specific information about recording issues, and provides referrals to other departments or staff as needed;

- Receives, records, copies, scans, archives, verifies, proofs, and maintains a variety of documents, including marriage licenses, real estate documents, court and legal documents, and related documents;
- Conducts research of documents for customers;
- Updates and maintains recorder computer files and index systems;
- Issues marriage licenses;
- Issues beer and/or liquor licenses;
- Issues passports;
- Collects required fees for documents received;
- Balances and prepares daily report on fees received;
- Prepares, distributes, and maintains a variety of records, reports, correspondence, log sheets, applications, and related documents;
- Maintains files, logs and other records utilizing the computer.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Methods, equipment, principles, and procedures of record and document recording, filing, archiving, indexing, retrieval, management, and record keeping;
- Current fee schedule for recording documents and procedures;
- Operation of standard office equipment, including a personal computer and job-related software applications;
- Operation of standard and specialized record and document scanning, copying, retrieval, and maintenance equipment;
- Applicable federal, state and County statutes, laws, codes, and regulations;
- County codes and ordinances, administrative regulations, personnel rules, and departmental policies;
- Customer service procedures, techniques, and objectives;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures;
- Bookkeeping and record keeping practices and procedures.

Ability to:

- Interpret applicable federal, state, and County ordinances, codes, statutes, and regulations;
- Interpret and explain County department functions, policies, and procedures;
- Maintain records efficiently and accurately;
- Explain regulatory compliance issues related to the Department's function;
- Understand and follow oral and/or written policies, procedures and instructions;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Operate standard and specialized document preparation, copying, archiving, and retrieval equipment;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, state and local elected and appointed officials, and the public;

- Deal tactfully and diplomatically with government officials, elected and appointed officials, and the general public;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures.
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with the public and other employees on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written instructions and review, evaluate, and prepare a variety of written/typed documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, strength, and agility, with or without reasonable accommodation, which permits the employee to lift up to 25 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.
- Jobs in this class require, with or without reasonable accommodation, lifting or moving up to 25 pounds occasionally. The employee is frequently required to use hands to operate a computer keyboard and standard office equipment; to handle or feel; and to reach with hands and arms.