

BUCHANAN COUNTY

Position: Clerk Typist

Supervises: None

Department: Recorder

Gives work direction to: None

FLSA Status: Non-Exempt-
AFSCME Clerical Unit

Reports to: Recorder

Revision date: November 15, 2018

POSITION SUMMARY

At will position appointed and reporting to the Recorder. Maintains all aspects associated with the operations of the Recorder's office including but not limited to tracking and monitoring of records and legal instruments and documents pursuant to Section 331.601 through 331.609 of the Code of Iowa.

ESSENTIAL JOB DUTIES

- Assists customers at the counter, answers the telephone and receives and processes mail.
- Assists the public, attorneys, real estate agents and financial institutions in the recording and documentation process of real estate transactions; retrieves and reviews data and provides them with needed information.
- Reviews legal documents received by mail or in person prior to recording to ensure that forms and accompanying statements are attached and in compliance with statutory and policy requirements; monitors papers for life estate on property; file number recorded documents in order of recording; assigns file number; index documents in the computer; stamps documents and checks printouts; image record books for security purposes.
- Records real estate transactions, mortgages, extension agreements, assignments, releases, foreclosures, trade and farm names, articles of incorporations, surveys, contracts, leases, agreements, resolutions, military records, ordinances and related documents; collects or bills for proper fees; balances fee books daily and monthly; indexes legal documents by entering codes and information, checking forms and documents for accuracy.
- Issues boat, snowmobile registrations, hunting and fishing licenses; notes liens on titles; explains forms, fees and procedures; checks forms for completion; collects and records fees; keeps and balances daily totals on hunting and fishing licenses issued; keep track of state fees and county writing fees.
- Operates a variety of simple office equipment including copy machines, printers, faxes, calculators, and postage machine.
- Maintain regular and punctual work attendance, and the employee must frequently push/pull, lift, or carry up to thirty (30) pounds with ease. The employee is frequently required to safely walk or stand for extended time periods, stoop, kneel, crouch, crawl, reach, run, grasp, and perform other job related physical demands.

INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Recorder.
- Maintain an adequate inventory of office supplies: manage, monitor and replenish supplies.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to communicate effectively using correct grammar, punctuation, and spelling to communicate thoughts, ideas, and information to real estate representatives, attorneys, financial institutions and the general public.
- Ability to follow oral and written instructions.
- Ability to write sentences containing subject, verb and object, and series of numbers, figures, names and addresses.
- Knowledge of basic office practices and accounting procedures, the use of personal computers, and Microsoft office software.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED CONTINUED

- Ability to operate a variety of office equipment including multi-line telephone, photocopier, facsimile, postage meter, printers, and shredder.
- Ability to plan, organize and prioritize tasks with numerous interruptions.
- Ability to work in either a team environment or individually.

ENTRY REQUIREMENTS

Education/Training: High school diploma or GED;

And

Work Experience: None

Or

An equivalent combination of two years of education, training and/or work related experience that provides the knowledge, skills and abilities necessary to perform the essential job duties of the position.

Required licenses, registrations and certifications: Possession of a valid State of Iowa Driver's license.

Required post-offer physical examinations: Must meet all requirements as outlined in the employee handbook.

Required drug testing: Drug testing shall be required as allowed by state law.

Residency requirement: None.

Other testing required: None.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is frequently required to walk; sit; turn twist body; bend; use hand to finger manual dexterity, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop; talk and hear. The employee must frequently push/pull or lift or carry up to thirty (30) pounds with ease. Specific vision abilities required by the job include near vision, far vision, depth perception, color vision, peripheral vision, and the ability to adjust focus.
- *Work Environment:* While performing the duties of this job, the employee's work is primarily performed inside in an office setting. The noise level in the work environment is usually low to moderate. Work time may require irregular hours and shift times.

HOURS OF WORK

Generally 37.5 hours per week, , with the normal workweek beginning Monday through Friday. May be required to work additional hours or to change hours with minimal notice because of operational needs.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.

HOURS OF WORK CONTINUED

- 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
- 4. The County reserves the right to change or reassign job duties or combine positions at any time.
- 5. Buchanan County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Department Head signature

Employee Signature

Date

Date