

# Clerk & Recorder Deputy Clerk/AP

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Department: Clerk & Recorder
Supervisor: Clerk & Recorder
FLSA Status: Non-Exempt
Control Grade: 4
Revision Date: February, 2020
Updated by: Clerk & Recorder

## **Job Summary:**

Under general management direction, processes and pays all bills for the county; ensures that voter lists are current; mails and processes absentee ballots, records all documents; handles customer inquiries and needs; balances money drawer weekly; maintains and tracks credit card and postage expenses. Coordinates assigned activities with other departments and outside agencies.

## **Scope of Responsibility**

Incumbent has a moderate degree of understanding of department and functional operations and is able to work with considerable initiative.

Working with management guidance, the incumbent makes routine choices within established procedures, where work has a limited financial impact on the county.

Performs intermediate troubleshooting or analysis where problems may require interpretation of data using generally prescribed procedures. Impacts department of functional operations and failures and successes can have moderate financial impact on the overall organization.

Position requires frequent interaction to provide basic information and/or occasional interaction requiring detailed procedural explanations or technical responses. Relationships involve cooperation within the overall organization and/or directly interfacing with individual customers or vendors.

## **Essential Duties and Responsibilities:**

1. Serves as the accounts payable clerk for the county.
  - Balance money drawer bi-weekly.
  - Keep track of credit card expenses.
  - Keep track of postage & expenses.
  - Balance treasurer's office cash on the 1<sup>st</sup> of every month
  - Mail invoices to charging customers monthly.
  - Balance petty cash checking account & file monthly statements.
  - Order office supplies for departments and buildings.

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## 2. Process claims.

- Get claims ready to be initiated.
- Give claims to finance officer for review
- In the absence of the finance officer give claims to commissioners for approval.
- Process checks and mail out.
- Update claims paid on county website monthly.
- Scan all claims before filing.
- Sends out yearly W9 forms to appropriate vendors and upload to IRS.

## 3. Assist with voter administrative duties.

- Keep current voter lists.
- Register voters
- Send out and keep track of absentee ballots.
- Issue ballots
- Being present at polls to deal with angry voters, poll watchers and answer questions from the election judges or voters.
- Provisional election judge at polls
- Bi-annual NVRA processing
- Assist election administrator with all elections

## 4. Serves as an initial contact person for the department.

- Answer and screen calls or greets walk-in visitors and either answers questions, explains policy or procedures, or refers non-administrative calls or requests for assistance to the proper person.
- Assists the public with administrative requests for information where the information is public in nature or access is authorized, providing explanations of policy and procedure.
- Assists other departments with phone, internet, power, printer, postage machine and other issues in the building.
- Provides counter service for the department and takes escalated questions.
- Prints death and birth certificates.
- Assist public with finding deeds, mortgages, etc.
- Pick up and sort mail every other week.

## 5. Records all documents

- Examines and records incoming documents
- Records all land transfer documents, mortgages and mortgage related documents, birth and death certificates, wills, powers of attorney, certificates of survey, plats, subdivisions, military discharge papers, mining claims, mine locations, UCC filings, liens, act.
- Updates a plat book of the county ownership changes and maintains a plat map of the City of Big Timber with ownership changes.

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- Review records for errors
  - Sends documents bi-weekly to title company
  - Returns original recorded documents to customers bi-weekly.
6. Maintains all documentation of cemetery records and assists in picking out and sale of lots and coordinates with funeral home and cemetery caretakers on all burials.
  7. Fills in for the Clerk and Recorder in his/her absence.
  8. Performs other duties as assigned.

## **Minimum Qualifications:**

Position requires reading, communication, math, and problem-solving skills equivalent to that of one holding a high school diploma or GED, and three years of related work experience in accounting or the equivalent. Experience with government and knowledge of department and functional operations is preferred. The job requires strong interpersonal skill. ***Must have a valid Montana Driver's License.***

## **Physical Demands & Working Conditions:**

Work is primarily in an office environment. Requires moderate physical effort, moving between 5 and 25 pounds, on an intermittent basis (less than 15% of the time). Incumbent must walk, stand, bend, kneel or squat on an intermittent basis and sit on a frequent basis. Requires high attention to detail and deadlines on a frequent basis (over 70% of the time). Work requires exposure to one disagreeable element present in moderate intensity, on an intermittent basis (less than 15% of the time).