

LINN COUNTY CLASSIFICATION

TITLE: SENIOR RECORDS CLERK (Clerk)
NUMBER: 014
PAY RANGE: 10
CATEGORY: OPEU

APPROVAL ORDER
NUMBER: 99-591
DATE: November 23, 1999

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform specialized clerical duties in the recording, indexing and filing of legal and other documents entrusted to the custody of the County Clerk; assist in the maintenance and microfilming of records; assist the general public in locating information.

SUPERVISION RECEIVED: Works under the general direction of the Records Supervisor, establishes policies and advises on difficult or unusual problems.

SUPERVISION EXERCISED: Supervision is not a normal responsibility of positions in this class but an incumbent is expected to assist in the training and orientation of new employees. Responsible for daily operations of the Recording Department following the directions and guidelines of the Records Supervisor.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Process daily mail, verify proper fee payments, number instruments.
2. Receive at the counter, documents for recording, verify authenticity, ascertain what the documents are attempting to accomplish in order to determine the correct fee or combination of fees to be assessed, inspect for errors or omissions, answer questions relating to recording procedures; index and file documents.
3. Assist the public in ascertaining what documents they may want, search for recorded documents, answer questions and interpret documents for the public; make photocopies; check and review original documents with finished photocopies for errors and omissions.
4. Assist in instituting programs and formats used in indexing documents and bookkeeping functions in the computer system.
5. Perform accounts payable functions, maintain a filing system, collect and record cash payments, balance receipts, bank monies received.
6. Type forms, letters and departmental reports from rough draft form. Prepare routine correspondence.
7. Microfilm, file and enter records and other data into computer system.
8. Responsible for archival microfilming procedures mandated by the Secretary of State.

9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

11. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).;

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of principles of office management; thorough knowledge of business English, composition, spelling and punctuation; considerable knowledge of departmental programs, practices and procedures, considerable knowledge and familiarity with budget procedures and practices; skill in maintaining effective public relations; ability to keep records and prepare reports and findings; ability to perform complex assignments not requiring close supervision; ability to plan, organize and effectively supervise the work of clerical subordinates; ability to conduct independent studies, to evaluate data and to prepare clear and concise reports.

EXPERIENCE, EDUCATION AND TRAINING: Four years of experience of a responsible nature in administrative, fiscal or legal office management work as required by department to which assigned; and graduation from a community college with major course work in or related to office management; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.