FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: CR Deputy Admin Clerk DATE OPENED: 08/24/2020

DEPARTMENT: Clerk & Recorder CLOSING DATE: 09/06/2020

If you have any questions about this position vacancy, call: (406) 758 - 5521 .

NUMBER OF POSITIONS OPEN: 1 BARGAINING UNIT: Non Union

✓ FULL TIME ✓ REGULAR (YEAR ROUND POSITION)

___ PART TIME ___ SEASONAL

___ TEMPORARY

IF APPLICABLE:
TRAINING WAGE: $ _____ per

STARTING WAGE: $ 15.94 per Hour

SALARY AT:
1 YEAR STEP: $ 16.58 per Hour
2 YEAR STEP: $ 17.24 per Hour
3 YEAR STEP: $ 17.59 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

This position is primarily located in the Recording Office, however, may serve in other Clerk & Recorder offices as outlined in the complete job description.

Please submit a resume and cover letter with application.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	C&R Deputy Admin Clerk	**Job Code:** 01037	
Department:	Clerk & Recorder	**Pay Grade:** Stnd 18	
Reports to:	Recording & Elections Manager	**FLSA Status:** ☒ Non-Exempt	☐ Exempt

Department Overview: The Clerk & Recorder Office is the official document center for Flathead County and is guided by Title VII of Montana Code Annotated (MCA). It is the responsibility of this office to accept statutorily recordable documents and maintain records at a maximum level of efficiency for the benefit of public accessibility. The Clerk & Recorder office is the repository of documents pertaining to real property, plats, surveys, finance, birth, death, election and voter registration records in Flathead County. This is a very high traffic office, providing support services for individuals as well as private business and public offices.

Job Summary: Individuals in this position will perform split duties as an Election Clerk, Recording Office Clerk, and Records Center Clerk. Specific time allotted to each role will depend on department workloads and the need for peak season support. The C&R Deputy Admin Clerk will provide a variety of clerical and administrative activities within the Clerk & Recorder department.

Essential Functions for All Positions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Assist the public in searching public county records. This may include locating information related to land, budgeting and accounting, vital statistics, elections and various other records.
- Provides information and services by phone, in person and through written and electronic correspondence. Anticipates and interprets customer's needs and asks appropriate questions; does research as necessary; fills customer requests including any follow-up.
- Provide proper forms and explanations regarding a variety of general topics related to the functions of the Clerk and Recorder's Office in a timely, courteous and professional manner.
- Maintain accurate records, inventories, files and indexes and be proficient in data entry and database management software.
- Keep informed of any legislative/procedural changes necessary to assist the public.
- Process all monetary transactions efficiently and in accordance with established guidelines.
- Establish and maintain professional, positive working relationship with supervisor, co-workers, other county employees and representatives of the general public and private agencies.
- Operate general office equipment, including a multi-line phone system, copier/printer, scanner, fax and personal computer.

Recording Clerk Essential Functions:

- Record, issue, process, scan and index deeds, mortgages, surveys, federal tax liens, notices of action, attachments, judgments, executions, and other miscellaneous documents to preserve the records of county citizens according to policies and laws. Search uniform commercial code records and federal tax lien records upon request.
- Issue certificates related to vital statistics, including birth and death certificates. Store military discharge records and provide support for processing paperwork related to veteran intern benefits.
- Process realty transfer certificates and make them available to the Department of Revenue in order that the market value of real property in the County can be determined.
- Research, reference, interpret, apply, and explain Montana Code Annotated, Administrative Rules of Montana, Montana State and Flathead County Policies. Performs notarial acts related to public documents.

Elections Clerk Essential Functions:

- Process, verify and update voter registration information to ensure accuracy and completeness. Process change of address registrations and modify district assignments as appropriate.
- Prepare for general, primary, school and special elections by ensuring Secretary of State submittal deadlines are met, processing candidate filings, training and scheduling election judges.
- Organize and ensure delivery of election supplies, print and issue ballots, prepare and process absentee ballots, visit polling places, answer procedural questions, and perform election set-up and take-down.
- Monitor the security of election records, ballot boxes, voting equipment, and other items used in the election process. Count ballots by hand or with certified electronic counting equipment.
- Respond to public inquiries by telephone or in person regarding Montana elections laws, polling place locations, campaign disclosure forms, filing deadlines, requirements for filing nomination papers and various other election related questions.
- Receive and file oaths of office and Nominating Petitions for Office and various other candidate forms; maintain records of initiative petitions being circulated; and verify signatures on initiative petitions according to County policies and laws.
- Maintain records of all elected officials, including election date and terms of office. Maintain results of all elections by jurisdiction to ensure this information is accurate and available.
- Coordinate Election worker training and education programs to ensure election process is managed by competent and capable staff.

Records Center Clerk Essential Functions:

- Process daily file requests through records center management software. Locate, retrieve and check-out file storage boxes via computer system. Deliver retrieved files to the requesting county office/personnel in a timely manner.
- Accession all new incoming files and boxes received for storage into the Record Center. Enter detailed file data into software and assigns placement through records management program.

- Educate County departments on effective records management practices, including electronic records management, retention schedules and the legal and practical reasons for adhering to them.
- Prepare documents for scanning. Organize and index the resultant images. Back up digital images to portable hard drives/DVD and send images to be microfilmed as required. Look up information stored on microfiche and print out documents as requested.
- Work directly with individual County offices to establish specific projects to convert their records (long term/archival) to digital format to create digital collections for work flow and preservation purposes.

Non-Essential Functions:

- Attend workshops, seminars, and educational sessions to keep updated on Clerk and Recorder's Office procedures, guidelines, and changes in the law.
- Perform other duties as assigned including managing special projects, organizing and filing microfilm documents, provide support for Plat Room projects, attending meetings and conferences, providing backup for other staff, and participating in training, etc.

Physical Demands and Working Conditions:

- The employee is regularly required to sit, stand, walk, bend, kneel, and stoop, crouch, reach, climb, lift, push and pull.
- The employee must be able to lift up to 25 pounds regularly and may be required to lift up to 50 pounds occasionally.
- As the Records Center Clerk, must be able to lift boxes weighing up to 75 pounds, carry boxes up and down ladders, load and push hand trucks on inclined or uneven surfaces. This job may require exposure to dust and irritating vapors.
- Specific vision required for this job includes close vision and color vision.
- Majority of work takes place in office locations including the Elections Office, Recording Office, Records Center and Plat Room. There is occasional travel to locations in the county in all types of weather conditions. Travel to attend training conferences may be required on occasion.
- Working in an office environment with recurrent interaction with the public, frequent interruptions and a low to moderate noise level.
- Occasionally employee is required to work extended hours during special projects and election preparation and implementation.

Supervision Exercised: This is a non-supervisory position.

Knowledge, Skills & Abilities:

This job requires a working knowledge of computers including but not limited to Microsoft Office applications (Word and Excel), word processing, spreadsheets, e-mail and office management systems and skill in navigating websites and the internet; modern office practices and procedures in order to perform clerical support and administrative functions; English grammar, spelling, written format and punctuation; basic mathematics, document scanning, filing and records maintenance procedures. Position requires the ability to perform detailed data entry with a high

degree of accuracy and basic knowledge of cash handling and balancing procedures. Must maintain strict confidentiality of information and enforce departmental policies and procedures.

The job requires skills in active listening, problem solving, speaking clearly so others can understand information that is unfamiliar, reading comprehension, writing syntax and composition, typing at a minimum of 35 net words per minute, multi-tasking, organization and time management. Must be able to independently initiate, prioritize, perform and/or solve problems related to work assigned in order to meet fixed or fluctuating deadlines and achieve work objectives; answer phone calls and assist visitors; answer questions related to department services, programs, or functions; work with the public in a calm and courteous manner while exercising tact and diplomacy under occasionally stressful situations.

Education and Experience:
The C&R Deputy Admin Clerk position requires education and experience equivalent to a high school diploma or GED with courses in typing, general office procedures and one (1) year of responsible office/clerical experience, including personal computer use, data entry, basic cash handling and balancing techniques and face-to-face customer service. Equivalencies include any combination of education and experience which satisfies the required knowledge, skills and abilities.

Special Requirements:
Requires a valid Montana Driver's License and the ability to obtain a State of Montana notary commission. Employee may be required to submit to fingerprinting, background investigation and random drug testing as necessary to handle sensitive county records.

Action	Date	Reference
Adopted	6/6/2016	Commissioners' Minutes