

# CARBON COUNTY MONTANA

## JOB DESCRIPTION

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**POSITION:** Clerk

**DEPARTMENT:** Clerk & Recorder

**REPORTS TO:** Clerk & Recorder

**SALARY:** Clerk Scale

**SCHEDULE:** Monday-Friday  
8:30am-5:30pm  
(1 hour lunch)

- Full-Time (40 hours)     Part-Time Benefit Eligible (30-39 hours)     Part-Time (≤29 hours)  
 Permanent     Seasonal     Temporary     Grant-Funded     Short-Term  
 Exempt     Non-Exempt
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**PURPOSE OF THE JOB:** Assist with maintaining an inventory of historical and current records held in the department. Preserve historical or current records, transactions, and related customer service in accordance with county policies and legal requirements. Work closely with the Administrative Officer to assist with any interoffice support by taking Commissioner and other board meeting minutes. The clerk will clarify and/or correct index information in the current digital records program due to previous conversion.

### **ESSENTIAL FUNCTIONS:**

Provide timely, courteous internal and external customer service by greeting and assisting the public and other staff in a professional manner. Provide directions, instructions, and explanations regarding a variety of general issues related to the functions of the Clerk and Recorder's Office. Provide proper forms and accurate instructions to the public;

Assist the public or County staff in their efforts to search recorded documents and other county public records by directing them to the appropriate database, website, or file location for physical records. This may include locating information related to land records, budgeting and accounting, elections and various other records, forms, deeds, claims, certificates, etc.;

Act as a receptionist for the Clerk and Recorder's Office including receiving visitors with appointments to various staff and elected officials, answer inquiries to Clerk and Recorder's Office policies and procedures, take messages for other staff and route others to proper sources;

Process monetary transactions efficiently and in accordance with established guidelines. This includes but is not limited to; collect and process all monies received by the records department through making copies of various records, document viewing fees, registration fees, filing costs, issuing burn permits, and other related services;

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Help to maintain, file, and dispose of all records required for management of Carbon County. General preservation of historical and current records. Work to correct index information in the current digital records program due to the previous conversion;

Take notes and create minutes of meetings, hearings, or other proceedings in a timely manner by accurate documentation of discussions, decisions, and resolutions. Ensure minutes, orders, resolutions, petitions, and contracts are filed within the Clerk and Records Office in accordance with office practices;

Assist the elections department with elections and maintenance of election material and records.

### **OTHER DUTIES AND RESPONSIBILITIES:**

Familiarity with common office processes, including filing, handling mail and directing telephone calls;

Computer literacy, including familiarity with common word processing, spreadsheet, database and basic accounting software;

Accurate and efficient typing skills for data entry, taking minutes and dictations, answering emails and typing letters and other documents;

Verbal communication for addressing other employees, customers and other business contacts;

Customer service for dealing with members of the public;

Organization and ability to multitask for filing and completing several clerical and administrative tasks at once;

Attention to detail to ensure all tasks are completed to a high standard, such as taking sufficiently detailed minutes and telephone messages;

May be required to perform basic maintenance on office equipment such as changing toner in copier, cartridges in printer, etc., and/or using operating manual to trouble shoot basic problems and/or be required to know and exercise the proper procedure to place a service call;

Integrity and discretion when working with sensitive information and details;

Other duties as assigned.

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### KNOWLEDGE AND SKILLS:

Knowledge of office management systems, mathematics, personal computers and word processing, filing and records maintenance procedures, reading cursive/calligraphy writing, basic bookkeeping, and accounting procedures;

Skill in active listening, speaking clearly so others can understand information that is unfamiliar, mathematics, reading comprehension, writing, accurate typing, critical thinking, time management, and attention to detail;

Ability to work well with the public and with others in an open office environment, manage stress, multitask, and communicate effectively verbally and in writing.

### FISCAL RESPONSIBILITY:

Acceptance and confirmation of record payments. Daily department reconciliation. Assist in monthly reconciliation of Treasurer's Office cash drawers.

### EXTENT OF PUBLIC CONTACT:

Extensive, constant contact with a variety of people, including the public, other staff, contractors, volunteers, visitors, etc.

### WORKING CONDITIONS AND ENVIRONMENT:

Physical Activity:

Repetitive Motion:  Never  Occasionally  Frequently  Continually

(repeating movements of arms, hands and wrists)

Talking:  Never  Occasionally  Frequently  Continually

(express or exchange ideas verbally)

Hearing:  Never  Occasionally  Frequently  Continually

(perceive sound by ear)

Seeing:  Never  Occasionally  Frequently  Continually

(obtain impressions through the eye)

Activity Level:

Sedentary

(occasionally lift/carry up to 10 pounds or push/pull small objects; sits most of the time; infrequent to occasional walking/standing)

Light

(frequently lift/carry/push/pull up to 10 pounds and/or occasionally lift/carry/push/pull up to 20 pounds; frequent walking/standing or sitting most of the time while using arms/legs to push/pull)

Medium

(occasionally lift/carry/push/pull 20-50 pounds and/or frequently lift/carry/push/pull 10-20 pounds and/or continuously lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Heavy

(occasionally lift/carry/push/pull 50-100 pounds and/or frequently lift/carry/push/pull 20-50 pounds and/or continuous lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Very Heavy

(occasionally lift/carry/push/pull 100+ pounds and/or frequently lift/carry/push/pull 50+ pounds and/or

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continuous lift/carry/push/pull of 20+ pounds; occasionally to frequent walking/standing)

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This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the Clerk and Recorder.

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Employee Signature

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Supervisor Signature

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Date

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Date

### **FOR OFFICE USE ONLY**

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JOB DESCRIPTION:  APPROVED  DENIED

SALARY SCHEDULE:  ADMIN  CLERK  DISPATCH  NURSE  ROAD  SHERIFF

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Presiding Officer Signature

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Date

COMMENTS: