

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Office Clerk
DEPARTMENT: Recorder
WORK SCHEDULE: As assigned
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: June 2020
DATE REVISED: June 2021

STATUS: Part-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Office Clerk for the Perry County Recorder's Office, responsible for creating and maintaining department files and records.

DUTIES:

Performs indexing of various documents in records entry program, rendering searchable in records search programs.

Audits various records previous indexed by co-workers.

Checks various record books against computer records to ensure accuracy.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of legal descriptions, county land areas, plats, and deeds, and ability to ensure accurate and efficient retrieval of records.

Working knowledge of standard office procedures and computer software used by the Department, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation.

Working knowledge of standard filing systems and ability to create and maintain Department files.

recorder/office clerk

Ability to properly operate standard office equipment, such as computer, keyboard, calculator, telephone, and copier.

Ability to learn and effectively operate the records entry program and records search program and use the Geographical Information System software.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult persons.

Ability to understand, memorize, retain, and follow oral and written instructions.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions.

II. RESPONSIBILITY:

Incumbent performs duties in compliance with established Department policies and practices. Work is reviewed upon completion of specific duties for technical accuracy and compliance with Department policies/procedures and legal requirements. Errors in work are primarily detected or prevented through proofreading. Undetected errors could result in loss of time to correct error and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains occasional contact with co-workers, other County departments, and the public for purposes of exchanging/explaining factual information.

Incumbent reports directly to Recorder or First Deputy.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and at a service counter, involving sitting/standing for long periods, bending/reaching/crouching/kneeling, climbing ladders to retrieve records, lifting/carrying objects weighing less than 25 pounds, close vision, speaking clearly, keyboarding, and handling/grasping/fingering objects.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Office Clerk for the Recorder's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name