

POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA

POSITION:	OFFICE CLERK	STATUS:	Temporary/Part-time
DEPARTMENT:	RECORDER		Approx. 9 to 13 weeks
WORK SCHEDULE:	VARIES	FLSA STATUS:	Non-exempt
JOB CATEGORY:	COMOT (Computer, Office Machine Operation, Technician)		
DATE WRITTEN:	AUGUST 2019		
DATE REVISED:			

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

Incumbent serves as Office Clerk for the Perry County Recorder's Office, responsible for indexing, and providing assistance to the public.

DUTIES:

Indexes deeds in Avid entry program rendering them searchable in the Laredo Search program.

Answers telephone and greets office visitors, taking messages and/or directing callers to appropriate department.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Ability to learn and effectively operate the Avid Entry program.

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

Working knowledge of English grammar, spelling and punctuation.

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

Ability to effectively communicate orally and in writing with co-workers, other County departments and the public, including being sensitive to the 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 frequent contact with co-workers.

Incumbent reports directly to Recorder. In absence of Recorder, incumbent reports directly to 1st Deputy Recorder.

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