

**TITLE:** Recorder's Clerk Position

**Department:** Recorder's Office

**FLSA:** Non Exempt

**REPORTS TO:** County Recorder

**REVIEWED:** November 8, 2022

### **Job Summary:**

Under general supervision of the Allamakee County Recorder, Clerk will: provide friendly, quality customer service in a timely and accurate manner. Process over the counter & in the mail transactions; answer the phone professionally, issue vital records, recreational vehicle registrations and renewals & assist in general operation of the Recorder's office.

### **Qualifications and Prerequisites:**

- a. Experience working in a professional office atmosphere
- b. Knowledge of general office equipment and procedures, including ability to type rapidly and accurately, accurate proofreading, computer skills and familiarity with word processing and spreadsheets (Microsoft Office Suite & QuickBooks)
- c. Mathematical ability; cash handling
- d. Ability to set priorities regarding assignments and follow through to completion
- e. Excellent recordkeeping skills
- f. Knowledge of business English, spelling and grammar
- g. Ability to tactfully and courteously communicate with others either over the phone or in person
- h. Personal maturity to safeguard confidential information
- i. Performs various other duties as directed by the County Recorder and/or his/her designee

### **Essential Duties and Responsibilities:**

1. Responsible for courteous customer service at the front counter, on the phone, by email or written correspondence
2. Open/count daily cash drawer; assist in daily balancing & deposit preparation
3. Responsible for assisting with the processing of vital records including birth, death and marriage licenses in compliance with the Iowa Code, Iowa Department of Public Health and in accordance with established procedures
4. Responsible for assisting with processing marriage applications, prepare the marriage licenses and issuing the certified copies after filing in compliance with the Iowa Code, Iowa Department of Public Health and in accordance with established procedures
5. Issue recreational vehicle licenses, registrations & titles in compliance with the Iowa Code, Iowa Department of Natural Resources and in accordance with the most current Iowa County Recorder's Association [ICRA] Standard Operating Procedures [SOP]
6. Also capable of learning all of the Solutions programs for the office confidently. Capable of locating requested information in the Counties system, on Iowa Land Records, DNR-RVRS and IDPH-IVES websites.
7. Assist attorneys, abstractors, and the general public by locating and explaining previously filed legal documents
8. Perform other job related duties as assigned

**Abilities:**

Physical:

- a. Maintain prompt and regular attendance
- b. Ability to sit for extended periods of time, stand, kneel, reach, stoop and walk
- c. Sufficient manual dexterity for standard office equipment
- d. Ability to lift and carry 10-30 lbs.
- e. Ability to (on occasion) climb step ladder to retrieve 30 lb. record books

**General Working Conditions:**

Typical indoor office environment

**Classification:**

Regular Full-Time with IPERS and pro-rated vacation