

# **JOB DESCRIPTION TELLER COUNTY**

**Job Title:** Deputy Clerk & Recorder

**Classification:** Non Exempt

**Department:** Clerk & Recorder

**Range:** 18

**Reports To:** Chief Deputy Clerk & Recorder

**Job Status:** Full Time

## **SUMMARY OF JOB RESPONSIBILITIES:**

A Deputy Clerk & Recorder examines motor vehicle transactions in order to approve and process; examines instruments for recording and processing.

**FUNCTIONS/TASKS:** (All persons, with or without reasonable accommodation, who can perform the essential functions/tasks required on this job or position will receive full consideration toward it.)

### **ESSENTIAL FUNCTIONS:**

- (1) Process all phases of motor vehicle transactions including title processing, special mobile equipment, chattels, printing & mailing of renewal notices.
- (2) Balance daily receipts, prepare deposits, assist in preparing deposits, prepare daily figures.
- (3) Prepare end of day closing on General Accounting Program.
- (4) Maintain inventories of office supplies and equipment.
- (5) Examine and issue marriage licenses.
- (6) Maintain plat map records and photocopy as requested by general public.
- (7) Assist with preparation and conduct of elections.
- (8) Perform a variety of clerical tasks including information collection, typing, photocopying, filing, mail collection and distribution.

### **OTHER FUNCTION/TASKS:**

- (9) Perform similar duties as assigned.

**MINIMUM REQUIREMENTS:** (The following requirements are necessary to reasonably ensure the County that the individual selected for this position will be able to perform the essential functions/tasks of the position.)

### (1) **Skills/Knowledge:**

Thorough knowledge of data entry techniques, office procedures and practices, office machines and equipment including word processors, typewriters, adding machines and photocopiers.  
Solid organizational and mathematical skills.

- (2) **Experience/Education:** High School diploma or GED supplemented by some clerical training or any equivalent combination of education and experience.

**Deputy Clerk & Recorder (continued)**

- (3) Visual Acuity/Hearing/Speaking: Must be able to communicate with co-workers, public officials and the public.
- (4) Physical Effort/Dexterity: Must be able to lift 50 pounds.
- (5) Environmental Factors: N/A
- (6) Work Schedule/Characteristics: 40 hours per week.

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