



## **Mitchell County Recorder**

212 S. 5<sup>th</sup> St

Osage, Iowa 50461

641-832-3941

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## **POSITION DESCRIPTION**

Class Title: Full-time Clerk

Department: Recorder's Office

Location: Mitchell County Courthouse, Osage, Iowa

Date: December 12, 2022

This is a permanent full-time position of Clerk in the Recorder's Office of Mitchell County, Iowa. Hours of work are Monday-Friday from 8:00am-4:30pm with a ½ hour lunch and two 15 minute breaks.

Clerk shall be a resident of Mitchell County, must meet all requirements for work in the United State, and shall be a High School graduate or have a GED equivalent.

Clerk will be responsible for the many services offered from our office. These responsibilities include but are not limited to: issuing DNR hunting and fishing licenses from a computerized system; issuing boat, snowmobile and ATV registrations and titles, and noting and releasing liens on same through the computer; determining entitlement then entering and issuing certified copies of vital records and military discharge records. Clerk will work closely with attorneys, bankers, realtors and the public in reviewing and accepting various legal documents for recording and therefore, must stay current on all legislative changes dealing with such documents and their recording. Clerk will index and scan documents into computer and issue copies of, or information pertaining to, documents upon request of customers. Clerk will answer the phone as well as help customers as needed. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Clerk must be proficient in typing, filing and computer operation as well as have good math and money handling skills. Neat handwriting, good communication and exceptional customer service skills are required. Attention to detail and confidentiality are a must as we deal with numerous legal documents and answer to many state and federal agencies. Clerk must have professional and thorough phone communication skills.

Clerk will need to efficiently and accurately operate typewriter, computer, scanner, postage machine, calculator, copier, microfilm reader and fax machine.

Clerk must frequently reach from both overhead and floor level shelves and drawers, and lift and carry books weighing up to 30 lbs. Clerk must repeatedly sit, stand, walk, listen, speak and use hands to grip, reach, hold, carry or manipulate heavy books, tools and machines. Clerk must be able to focus on reading from books as well as computer screens and images from the microfilm reader.

Clerk is assessed regularly as to ability to receive and follow instructions, learn and perform duties of job professionally and efficiently, and accuracy of performance, as well as ability to communicate effectively and professionally with customer.

Clerk must be patient and calm, and not easily flustered in stressful situations. Because this job presents new learning experiences daily and is full of constant interruptions, Clerk must be willing to learn continuously and be able to multi-task.

Clerk shall practice professional office manners and attitudes while in the office. Clerk will be required to read the Mitchell County Employee Handbook and will be expected to adhere to all requirements and regulations.

Clerk shall maintain confidentiality of any and all information and knowledge gained through their employment in the Recorder's Office and Mitchell County.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.