



Mitchell County Recorder

212 S. 5th St
Osage, Iowa 50461
641-832-3941
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Job Title: Part-Time Clerk

Department: Recorder's Office

Location: Mitchell County, Iowa

Office Hours: Monday–Friday, 8:00 AM – 4:30 PM

Note: Full-time staff (or part-time staff working an 8-hour day) may take either a one-hour lunch break or a half-hour lunch with two 15-minute breaks.

Position Summary

The Recorder's Office of Mitchell County, Iowa, is seeking a Part-Time Clerk. The Clerk plays a vital role in supporting a wide range of office services and maintaining accurate and confidential records. This position involves regular interaction with the public, attorneys, bankers, and real estate professionals, and requires a high level of professionalism, attention to detail, and customer service.

Minimum Qualifications

- Must be legally authorized to work in the United States
 - High school diploma or GED equivalent required
 - Proficiency in typing, filing, and computer operations
 - Strong math and cash-handling skills
 - Excellent verbal and written communication abilities
 - Demonstrate commitment to confidentiality and accuracy
 - Exceptional customer service and interpersonal skills
 - Ability to multi-task, work under pressure, and remain calm in stressful situations
 - Willingness to learn and adapt in a fast-paced, interruption-heavy environment
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Key Responsibilities

Duties and responsibilities include, but are not limited to:

- Issuing DNR hunting and fishing licenses through a computerized system
- Processing registrations and titles for boats, snowmobiles, and ATVs, including lien notations and releases
- Reviewing entitlement and issuing certified copies of vital records and military discharge documents
- Assisting attorneys, bankers, realtors, and the public with the submission and recording of legal documents
- Staying current with relevant legislative changes and document recording requirements
- Indexing and scanning documents into the system, and providing copies or information as requested

- Answering phones and assisting customers in person
- Maintaining accurate and confidential records in compliance with state and federal regulations
- Generating, verifying, and opening system reports for daily balancing

Note: The above list is illustrative and not exhaustive. Other duties may be assigned as required.

Work Environment & Physical Requirements

- Regular use of computer, scanner, copier, calculator, postage machine, and typewriter
 - Frequent reaching from floor to overhead shelves and drawers
 - Lifting and carrying books or materials up to 30 lbs
 - Repetitive sitting, standing, walking, listening, speaking, and manual handling of equipment and documents
 - Ability to read from both books and computer screens for extended periods
 - Ability to read cursive and calligraphy-style handwriting
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Performance Evaluation

The Clerk will be evaluated on:

- Ability to understand and follow instructions
 - Professionalism and efficiency in job performance
 - Accuracy and attention to detail
 - Adaptability and willingness to learn new tasks
 - Effectiveness and professionalism in communicating with customers and coworkers
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Professional Standards

- Maintain a courteous and professional demeanor in all interactions
- Practice confidentiality regarding all information obtained through employment
- Adhere to all policies and regulations outlined in the Mitchell County Employee Handbook

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.