

ROSEBUD COUNTY
Job Description

CLASS TITLE: Deputy Clerk and Recorder

DEPARTMENT: Clerk and Recorder

ACCOUNTABLE TO: Clerk and Recorder

PRIMARY OBJECTIVE OF POSITION: Under general supervision, performs a variety of moderately complex work within the department; assists in department procedures and processes as assigned. Work varies somewhat within established standards and procedures.

ESSENTIAL JOB FUNCTIONS:

- Work is primarily performed in an office setting involving prolong sitting, bending, stooping, lifting up to 35#s (greater with assistance), and walking;
- Must possess the ability to communicate both orally and in writing, hear and speak clearly with clarity;
- Must follow all policy and procedures for safety set forth by Rosebud County in the workplace;
- Must possess valid Montana Operator's license.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Work performed may include the typing of letters and other documents from copy, rough draft, or recording; waiting on customers at the counter providing information and answering inquiries;
- Answering telephone and dispatching messages, distributing incoming mail, maintaining records and department files as assigned, and prepares tabulations;
- Performs other related duties as may assigned.

MAY PERFORM SPECIFIC DEPARTMENT FUNCTIONS in accordance with generally accepted practices that may include:

- Collecting and accounting for funds over the counter, daily balancing of money received, receipting of mailed payments, data entry into the computer, and making daily deposits of monies received;
- Voter registration and other election responsibilities assisting the Election Administrator in assuring Federal, State, County, City, and Special District elections are conducted in accordance with all applicable laws and regulations;
- Microfilming, preparation of statements, and maintaining files, indexes, and calendars;
- Processes claims, serves as payroll clerk, and performs human resources functions;
- Recording of legal documents and maintains all official documents of record for the County;

CLASS TITLE: Deputy Clerk and Recorder (continued)

- Prepares monthly reports including General Ledger Trial Balance, Accounts Payable, Cash Disbursements, Cash Reports, Expenditure vs. Appropriation Report, and Actual vs. Estimated Revenue Report;
- Prepares routine daily, weekly, and/or monthly reports, and may routinely receive funds;

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: May supervise the work of others by assignment in the absence of the Clerk and Recorder.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from high school or its equivalent; PLUS
- Two (2) years of experience in an office setting and some computer skills required, bookkeeping and accounting experience helpful; and
- Must possess a valid Montana Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Waiting on customers, responding to inquiries, performing assigned duties accurately, efficiently, and following established standards and procedures;
- Work may include the daily balancing of actual money received and preparation of receipts for all mailed payments daily, and daily enter customer payments;
- Does year-end close out of County Budget and Accounting;
- Responsible for materials and equipment requiring care;
- Position requires constant contact with public and/or fellow employees, requiring tact and diplomacy, and maintains confidentiality of sensitive information;
- Deals tactfully and courteously with the public;
- Establishes and maintains effective working relationships with fellow employees and the public;
- Prepares accurate and timely report for State, Federal, IRS, and budgeting purposes;
- Other assignments may include copying, microfilming, and indexing;
- Records and files all Official County Documents;
- Performs all other duties as may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Revised 5/11/2022