

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.
- 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:

- Primary responsibility will be payroll and accounts payroll.
- Work performed may include the typing of letters and other documents from copy, rough draft, or recording; waiting on constituents 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, receipting of mailed payments, data entry into the computer, and weekly balancing of funds.
- 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.
- 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 constituents, responding to inquiries, performing assigned duties accurately, efficiently, and following established standards and procedures.
- 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.
- Interacts 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 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.

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