

**JONES COUNTY
CLERK II – ON CALL
JOB DESCRIPTION**

Position: Clerk II – On Call
Department: Recorder's Office

Reports to: Jones County Recorder

GENERAL SUMMARY

Under general supervision of the County Recorder, who maintains accurate records of real estate transactions, recreational vehicle registrations, game licensing, passports, and vital statistic transactions within the county.

ESSENTIAL JOB DUTIES

Assist the County Recorder and Deputy wherever needed.

Process applications and maintains records of recreational vehicle registrations. Prepares and completes information on registrations and titles for recreational vehicles. Proofs completed paperwork for renewals and new machines, filing and maintaining the records. Process game licenses for the DNR.

Prepare certified copies for Jones County Vital records: Birth, Death and Marriage. Take Marriage applications and type up Marriage Certificates.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

Individuals must possess these knowledge's, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and possess the necessary physical requirements with or without the aid of mechanical devices to safely perform the essential functions of the job.

Skill in dealing with the public, including individuals with a variety of personalities and moods.

Ability to write legibly, type accurately, and make change from cash transactions.

Ability to operate office equipment including computer, photocopier, cash register, calculator and scanners. Must be proficient with MS Word and Excel.

Ability to communicate effectively in written and oral form.

Ability to write reports and maintain accurate records.

Ability to work under pressure and meet deadlines.

Ability to lift and carry heavy books weighing up to 20 pounds.

Ability to do accurate and detailed work.

ENTRY REQUIREMENTS

High school diploma or equivalent, ability to read, write, and perform basic mathematics at the high school level. Experience working within an office setting recommended.

WORK ENVIRONMENT

Works inside. The majority of work waiting counter and working while seated at desk or standing. Frequent contact with the public in person and over the phone.

1. Marginal functions of positions that are incidental to the performance of fundamental duties have been excluded from our job descriptions.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The County reserves the right to change or reassign job duties or combine positions at any time.