DEFINITION: Performs a variety of duties related to the issuing and maintaining of vital records and legal documents to facilitate public access in the Clerk & Recorder’s Office.

MINIMUM QUALIFICATION REQUIREMENTS: Requires high school graduation or GED equivalent. Requires two years of office clerical or administrative support experience in an office setting. Experience must include using a personal computer, performing data entry, cash handling and balancing, and providing face-to-face customer service.

SPECIAL REQUIREMENTS: Requires ability to obtain State of Montana notary commission.

REPRESENTATIVE EXAMPLES OF WORK: Performs reception of callers and visitors; composes and prepares correspondence; schedules appointments and special events; prepares schedules and daily agendas; prepares and disseminates meeting minutes, daily mail and other information; maintains files. Explains state laws, case law and local regulations regarding vital records filing, issuance and corrections. Coordinates with outside agencies to ensure departmental compliance with state and federal laws concerning issuance of vital records. Files, issues, corrects and verifies sensitive information related to vital records. Creates and maintains electronic files and paperless systems to facilitate public access. Maintains recording and vital records materials according to state records retention schedules. Locates historical documents and researches other assigned subjects; responds to Freedom of Information Act (FOIA) requests. Assists in obtaining and compiling information and data for use in special reports; creates graphs and charts; creates brochures, newsletters and other publications. Participates in the evaluation, development and implementation of procedures to meet goals, work plans, performance measures, and continuous improvement of service delivery. Assists in identifying areas for gaining efficiencies, suggests modifications, and facilitates changes. Attends meetings, conferences and workshops as requested and authorized. Troubleshoots and aids other staff in resolving computer issues. Collaborates with software providers and the Technology Department to improve office technologies and system modernization. Administers oaths and affirmations, witnesses’ signatures, and performs notarial acts. Performs daily balancing of cash drawers and tills. Provides support to the Treasurer’s Office by answering property tax inquiries, processing tax payments, and submitting daily deposits. Assists other office personnel, including training of new employees, and performs related work as required or directed.

PHYSICAL/ENVIRONMENTAL DEMANDS: Employee commonly remains in an office setting and spends a considerable amount of time using a computer keyboard. Work requires the ability to lift books (30-40 lbs.) while climbing a ladder or bending to retrieve books.

TO APPLY: Submit Missoula County online application by 5:00 p.m. Monday, May 6, 2019. This additional documentation must be attached to your on-line application which may require scanning: A Letter of Interest. Incomplete applications that do not contain this additional material may be disqualified. Missoula County Human Resources Department is located at 199 W Pine, Missoula, MT 59802. For questions about online application process call 406-258-4462 or 406-258-4874. Applicants may submit a written request for any accommodation needed to participate in the application and selection process. Missoula County will consider any reasonable accommodation. The Missoula County EEOP is on file in the Human Resources Office.

Posted: 4/17/19

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER