EMPLOYMENT OPPORTUNITY

POSITION: RECORDING CLERK
BASE RATE: $15.1953 PER HOUR
STATUS: REGULAR, FULL-TIME
DEPARTMENT: CLERK & RECORDER
BARGAINING UNIT: FMCE
CLOSING DATE: 5:00 P.M. MONDAY, JULY 16, 2018

Use online application at www.missoulacounty.us
Complete job description available upon request to the Department of Human Resources

DEFINITION: Performs a variety of complex administrative duties in support of reviewing, recording/filing, and providing public access to legal documents and vital records in the Clerk & Recorder's Office.

MINIMUM QUALIFICATION REQUIREMENTS: Two years post-secondary education required. Degree programs best suited for this position are Administrative Management, Business, Political Science, Public Administration and Paralegal Studies. Requires two years of experience working with real property transactions including personal computer use, data entry, cash handling and balancing, and face-to-face customer service. An equivalent combination of education and experience may be considered.

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

REPRESENTATIVE EXAMPLES OF WORK: Provides information and services to the public by phone, in person and through written and electronic correspondence. Anticipates and interprets customer's needs and asks appropriate questions; conducts research as necessary; completes customer requests. Reviews, records, issues, processes, scans and indexes public and confidential legal documents including deeds, plats, certificates of survey, birth and death certificates, and military discharge records. Researches, references, interprets, applies, and explains Montana Code Annotated, Administrative Rules of Montana, Montana State and Missoula County Policies regarding recording/filing and issuing legal documents and elections administration. Administers oaths and affirmations, witnesses' signatures, and performs notarial acts. Creates and manages electronic files and paperless systems including legal documents, forms, and reports to facilitate public access. Maintains files and determines destruction dates for recording materials according to established records retention schedules. Evaluates office procedures, identifies areas of improvement, suggests modifications, and facilitates changes. Identifies and implements opportunities to increase public access to information. Performs daily balancing of cash drawers and tills.

PHYSICAL/ENVIRONMENTAL DEMANDS: Employee commonly remains in an office setting. Work requires the ability to lift books (30-40 lbs.) while climbing a ladder or bending to retrieve books. May require intermittent strenuous physical activity over several days time, including moving heavy boxes (65 lbs.) and moving heavy machinery.

TO APPLY: Submit Missoula County online application by 5:00 p.m. Monday, July 16, 2018. This additional documentation must be attached to your on-line application which may require scanning: Results of a Montana Job Service Administrative Assistant/Secretary E-Skills test, (this test can be taken electronically from any location by calling Tom Sullivan at 406-542-5759 or Julissa Hensel at 406-542-5786); and a letter of interest describing: * Based on previous job experiences and/or education, where you can make the greatest contribution to our office. Incomplete applications that do not contain these additional documents will 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. Missoula County will consider any reasonable accommodation. The Missoula County EEO is on file in the Human Resources Office.

Posted: 6/28/2018

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER