

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: OCTOBER 2, 2014**

**CLOSING DATE: OCTOBER 10, 2014**

**DEPARTMENT:** Recorder

**POSITION:** Recorder's Clerk Sr.

**LOCATION:** Payson

**JOB CODE:** 14-077

**ANNUAL SALARY:** \$25,233.00-\$34,696.00 DOE

### PURPOSE OF THE JOB

The purpose of this position is to ensure proper record maintenance and to provide the community with access to public records and answers inquiries regarding the voter registration process. The role ensures accuracy when recording and organizing documents and assists with voter drives, verifying the signatures on petitions and early ballots. Further responsibilities include clerical duties and handling money.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Processes documents for recording, checking accuracy of information, required signatures, notary seals, fees and compliance with Arizona Revised Statute. Indexes and verifies recorded documentation.	20%
• Prepares cash deposits and posts payments to customer accounts.	20%
• Provides customer service including assisting with research or locating real estate and other legal documents as required by public. Answers general inquiries from the public.	15%
• Answers questions regarding voter registration process; prepares and dispatches voting materials on time; assists with voter drives; analyzes and verifies signatures on petitions and early ballots; and diffuses situations and gives assurance or clarification to citizens.	15%
• Directs phone calls; performs additional data entry; types forms and labels; and operates microfiche, photocopier, printers, scanner, etc.	10%
• Organizes documents and runs document summary reports on daily basis.	10%
• Performs other duties as assigned.	10%

### BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

### PROJECT RESPONSIBILITIES

Provide project coordination support organizational planning projects; process improvement projects and employee training & development projects.

### ORAL COMMUNICATION DUTIES

This position explains county procedures; and responds to public inquiries.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits formal letter and emails.

### INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

### INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

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## **MINIMUM EDUCATION REQUIRED**

High School Diploma with Technical Training

## **MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

Two (2) years Recorder's Office experience or general office work; or equivalent combination of education, training and experience.

## **PROFESSIONAL CREDENTIALS REQUIRED**

Arizona Secretary Election Certification, Handwriting Verification Certification

## **KNOWLEDGE REQUIRED**

Clerical, customer and personal service, federal, state, local laws, regulations, statutes, banking, crown control procedure. Recording activities and processes; real estate documentation and maps; methods for indexing and verifying recording documents; recording computer systems; regulations governing recording activities; customer service standards and protocol; general office procedures and equipment; voter registration processes.

## **SKILLS REQUIRED**

Active learning, analytical thinking, critical thinking, customer service, problem solving, time management, multi-tasking, typing and data entry.

Reading, interpreting, understanding and applying permitting standards and procedures, applicable Federal rules and regulations, and County policies and procedures; managing a proper balance between administering code compliance regulations and customer service; effective verbal and written communication; establishing and maintaining effective working relations with co-workers, residents and contractors.

## **ABILITIES REQUIRED**

Ability to recognize problems, categorize and group data, multi-task, maintain calm demeanor in stressful situation, read and write at professional level. Ability to coordinate and perform recording activities; process legal documents in relation to real and personal property; verify recorded information; perform accurate data entry; ensure compliance with regulations governing recording activities; provide customer service to the public, attorneys and title companies; assist with voter registration activities; perform general office duties; communicate effectively orally and in writing.

## **PHYSICAL DEMANDS**

- Regularly sits to complete report and operate computers.
- May be required to lift work related materials, equipment, tools, and/or gears; up to 25 lbs.
- Constantly requires dexterity for keyboard operation; special gadgets; special machines.
- Incumbents in this position may be required to routinely bend and occasionally twist to complete tasks.

## **WORK ENVIRONMENT**

Work is performed in an office environment where the physical demands require sitting for extended periods of time, occasional lifting of file boxes; frequent use of computers and standard office equipment; working with the general public; may work under stress of deadlines.

## **SAFETY RISK EXPOSURE**

Incumbents in this position are generally not exposed to safety risk; occasionally, may become exposed to telephone verbal abuse by customers, patients or citizens, emotional individuals.

## **PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

## **CONSEQUENCES OF ERROR**

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.