



POSITION DESCRIPTION

DEPARTMENT: County Appraiser

POSITION TITLE: Shared Clerk

GRADE: 3

EMPLOYMENT CATEGORY: Regular Full-Time

STATUS: Non-Exempt

REPORTS TO: County Appraiser
(In the absence of the County Appraiser - reports to Deputy County Appraiser)

POSITION SUMMARY:

The Shared Clerk position is scheduled in the following offices on an "as needed" basis determined by the County Appraiser. Typically the Shared Clerk works in the County Treasurer's Office the last week of each month and the entire month of December. The Shared Clerk works in the County Clerk's Office prior to and during all Elections. The remaining weeks are divided between the Register of Deeds and the Appraisers Offices.

CLERK: Works with voters who wish to vote an advance voting ballot. Will also assist with other general office duties related to the preparation for any primary, general or special election.

TREASURER: Stuff and mail tax statements or other general duties on an as needed basis.

REGISTER OF DEEDS: Works with the general public and performs a variety of clerical duties, most related to recording various legal documents and indexing these documents along with Uniform Commercial Codes (UCC).

APPRAISER: Works with the general public both in the office and on the phone. Performs data entry, filing and other clerical duties.

FUNDAMENTAL JOB DUTIES:

CLERK: Works with voters who wish to vote an advance voting ballot. Assists with other general office duties related to the preparation for any primary, general or special election. This work includes counting paper ballots, assembling election supplies, answering phone calls, testing/coding of electronic voting equipment and other duties as assigned. Testing of electronic voting equipment will require limited evening work assignment(s) as well as Saturday advanced voting prior to any State/Federal Primary or General Election.

TREASURER: Stuff and mail tax statements or other general duties on an as needed basis.

REGISTER OF DEEDS: Works with the general public and performs a variety of clerical duties, most related to recording various legal documents and indexing these documents along with Uniform Commercial Codes (UCC). In addition, this position is responsible for keeping records, sales of permits and the marking of Memorial Park deeds for both County-owned Memorial Parks. Other requirements are familiarity with Kansas statutes, assisting customers that are in the office or on the telephone or by e-mail and various other secretarial duties.

APPRAISER: Works with the general public both in the office and on the phone. Performs data entry, filing and other clerical duties. This position will cross train in real estate, oil/gas and personal property in order to assist the public as needed.

EDUCATION: Post-Secondary Education/Degree/Certification in secretarial, accounting, business or equivalent, plus three years office experience required.

EXPERIENCE / SKILLS: Occasionally develops own methods. Exercises professional judgment with some supervision. Uses standard procedures. Unusual problems are referred with suggestions for solution. No supervisory responsibilities. Frequent close mental and visual attention required. Must be willing to attend workshops, meetings and seminars. Requires legible handwriting. Computer data entry and 10-key calculator experience required. Requires knowledge of MS Office and related applications. Discretion/confidentiality required. Ability to speak Spanish a plus.

PHYSICAL REQUIREMENTS / ABILITIES: Occasionally lifts boxes of supplies or books weighing up to 20 pounds. Occasional bending, lifting and stooping.

WORKING CONDITIONS / ENVIRONMENT: Sits at desk. Stands to wait on public at counter. Has frequent contact with public. Works in well-lit and climate controlled office. Continually uses computer and telephone. Frequently uses calculator, copier and fax machine. Public needs must be the main emphasis, however, occasions of dealing with difficult people will occur.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature _____ Date ____/____/____

Department Head Signature _____