

COUNTY OF ANTRIM DESCRIPTION OF ESSENTIAL DUTIES

Class Title: **Clerk II**

Department: **Register of Deeds Office**

GENERAL DUTIES:

Performs a variety of routine and complex clerical work in assisting with recording of documents/files, typing, assisting public at the front counter and providing clerical assistance.

SUPERVISION RECEIVED:

Works under the close supervision of the Register of Deeds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- All clerical work related to recording of deeds.
- Performs routine clerical work in answering telephone and routing calls.
- Receiving the public and providing customer assistance.
- Data processing and computer operations.
- Operating ordinary business machines.
- Assisting with incoming mail and processing outgoing mail.
- Other various and assigned clerical duties.

TOOLS AND EQUIPMENT USED:

- Telephone
- Computer
- Copy/Scanning machines
- Postage machine
- Fax machine
- Shredding machine
- Calculator/Ten Key Adding Machine
- Reference books
- Typewriter

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience

Graduation from a high school or GED equivalent with course work in typing and two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities

Working knowledge of computers and electronic data processing; must be able to learn specialty software program; working knowledge of modern office practices and procedures; skill in operation of listed tools and equipment; ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; must be detail oriented and strive for accuracy.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit for long periods of time. The employee must be equipped to move to another area of the office when necessary. The employee must have function of the upper limbs and dexterity of the fingers for use of office machines, computers/keyboards and reaching.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Will at times be required to climb a ladder to remove and replace reference books.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check, job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.