

CLERK RECORDER

GENERAL STATEMENT OF DUTIES: Performs a variety of responsible clerical duties in the Elections and Vital Records Division of the County Clerk's Office; work involves the taking of minutes of Board of Commissioners' meetings where accuracy is important, as well as variety of other clerical duties involving the implementation of local and state election and campaign finance laws; works under general supervision; performs related duties as required.

STATEMENT OF TASKS:

Records minutes of Board of Commissioners' meetings and prepares minutes for distribution;
Files and pulls election files, index cards, and maintains required files;
Helps the public fill out forms and gives information on election and campaign finance laws;
Answers the telephone, and gives out information as requested;
Receives and receipts money over the counter;
Types and sends notices and forms to election candidates and committees;
Prepares required reports, including compiling statistical information;
Utilizes computers for data input, data retrieval and word processing;
Review and file vital records, including scanning, data entry, and quality assurance;
Records minutes of the Board of Canvassers meetings.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the Clerk's Office, procedures and policies;
Good knowledge of office terminology, procedures and equipment, business mathematics and English;
Knowledge of local and state election and campaign finance laws;
Ability to take notes of meetings;
Ability to write legibly;
Ability to compose accurate and professional correspondence;
Ability to proofread documents and ballots for accuracy and completion;
Ability to operate computers and related software such as word processing, spreadsheets and databases, etc.;
Ability to type 40 net words per minute;
Ability to understand and follow complex oral and written directions;
Ability to work independently and utilize good judgment;
Ability to recognize alphabetical and numerical sequences;
Ability to deal with the public with courtesy and tact;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions.

CLERK RECORDER

Page 2

MINIMUM QUALIFICATIONS:

Two (2) years of experience working in the County Clerk's Office, Vital Records Division AND the ability to type 40 net words per minute.

OR

Two (2) years of experience working in a Clerk's Office for a Municipality AND the ability to type 40 net words per minute.

Established: October 30, 1974
Revised: November 1, 1988
Revised: June 8, 1999
Revised: March 22, 2011
Revised: August 16, 2013
Revised: July 10, 2020


Human Resources Director