



Barton Invest to Growth*

POSITION DESCRIPTION

DEPARTMENT: REGISTER OF DEEDS

POSITION TITLE: Clerk

GRADE: Three (3)

EMPLOYMENT CATEGORY: Full Time

STATUS: Non-Exempt

REPORTS TO: Register of Deeds, Deputy Register of Deeds

POSITION SUMMARY:

The person in this position is responsible for a variety of clerical duties, mostly relating to recording various legal documents and indexing these documents along with Uniform Commercial Codes (UCC's). The person in this position also serves as a Passport Application Acceptance Agent. In addition, this position is responsible for keeping records, sales of permits and the making of Memorial Park deeds for County-owned Memorial Parks, Golden Belt and Hillcrest and Hillcrest North. 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.

FUNDAMENTAL JOB DUTIES:

DOCUMENT INTAKE

- . Familiar with Kansas Statutes regarding filing documents
- Knows and charges the proper fees per document type
- Knows regulations for Sales Validation Questionnaires

DOCUMENT ASSESSMENT

- Records documents in the computer using proper procedure
- Routes documents as needed
- . Resolves problems with documents

DOCUMENT INDEXING AND DOCUMENT RETURN

- Transfers information to the index books correctly and accurately
- Scans documents
- Returns documents as needed

UCC's

- Familiarized with the different types to UCCs
- Collects proper fees
- Performs official search requests
- Purges out dated filings

PASSPORTS

- Must achieve and maintain certification as Passport Application Acceptance Agent
- Follows proper procedures in collecting the required supporting documents
- Knows and collects the proper fees for different types of passports, to include routine, expedite, hand carried or over night
- . Knows the different mailing types and related fees and to what agency the passports are sent

MEMORIAL PARKS

- Sells Memorial park plots when needed and collects proper fees
- Identifies plots for sale or the location of those inured
- Prepares Memorial Park Memorial Park Certificates
- Maintains files related to Memorial Parks
- Routes paperwork to other County departments as needed

GENERAL OFFICE

- Assists Register of Deeds and Deputy Register of Deeds in duties to include answering the telephone, seeing to the needs of walk in customers and answering mail or e-mails.
- All duties should be completed in a timely organized fashion with confidentially maintained with respect to the Kansas Open Records Act.
- Other duties as assigned

EDUCATION:

High school graduate with at least two years' experience in general secretarial work. Working knowledge of real estate legal descriptions preferred. Should have good communications skills; display a strong aptitude for detail and accuracy. Should be skilled on various pieces of office equipment. Shall be free of Federal or State felony conviction and free of any misdemeanor conviction for crimes related to breach of trust or moral turpitude, e.g., embezzlement, identity theft, misappropriation, document fraud, drug offense, or dishonesty in carrying out a responsibility involving public trust.

EXPERIENCE / SKILLS:

- Good Communication skills - able to work effectively and courteously with public and co-workers. Able to function as a team member.
- Strong aptitude for detail and accuracy.
- Computer experience.
- Desire to continue educational training in the area of Departments.
- Desire to continuously improve knowledge in areas of Department responsibilities, State statutes, etc.
- Free of Federal or State felony conviction and
- Free of any misdemeanor conviction for crimes related to breach of trust or moral turpitude, e.g., embezzlement, identity theft, misappropriation, document fraud, drug offense, or dishonesty in carrying out a responsibility involving public trust.

PHYSICAL REQUIREMENTS / ABILITIES:

For alternate three months period must be able to lift up 10 pounds record books, repetitively, occasionally over the head or below the waist. Close mental and visual attention required. Frequent sitting or standing position involves repetitive typing.

WORKING CONDITIONS / ENVIRONMENT:

Works in well-lit and climate controlled office. Uses word processor, Word, Excel, the internet, copier, telephone, scanner, copier, adding machine, typewriter and other office equipment. May sit at desk or stand for an extended period of time

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: _____