

# Fremont County

## JOB DESCRIPTION

**Job Title:** Deputy Clerk Records Retention/Comm. Minutes

**Last Updated:** September 8, 2017

**Reports To:** County Clerk

**Grade:** 5

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### **Job Summary**

Scanning and indexing of land records.  
Converting microfiche to digital records.  
Taking and managing Commissioners Minutes

### **Duties and Responsibilities**

#### ***Essential***

- Scans and quality-checks recorded documents.
- Indexes scanned documents
- Converts microfiche to a digital record.
- Reconciles fees with daily receipts.
- Researches and answers questions from the public in person and by telephone
- Prepares information for recording by checking signatures, addresses, notarization, and money
- Proofs recorded documents with daily reception printout.
- Prepares monthly billing for title companies (scanned documents & copies).
- Search names in computer and index books upon request
- Returns documents to rightful owners.
- Receives electronic recording documents.
- Attaches and appropriately files pertinent information on tabs for plats and surveys.
- Takes and indexes Commissioners minutes.
- Keeps agenda of Commissioners meetings.
- Maintains Public Hearing Notices and mailings.
- Creates Commissioners Letters.
- Maintains Board of Equalization Records.
- Maintains Tax Exemption Records
- Prepares Appeals for Board of Commissioners.
- Maintains contracts, resolutions, ordinances,
- Maintains Junior College Applications.
- Maintains Hardship Applications

#### ***Additional***

- Processes outgoing mail.
- Issues passports, marriage licenses.
- Back up Accounts Payable
- Assists with Elections.
- Answers phone and expediently answers or satisfies questions from the public.
- Performs other duties as assigned or needed.

### **Qualifications**

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***Essential***

- Sitting with intermittent moving in an office environment, lifting of office supplies (e.g., binders, etc.), talking & hearing (in person and by telephone), memorizing, and seeing (e.g., documents, etc.)
- Manual dexterity to perform office functions (e.g., typing, filing, collating, operating office machines, 10-key, etc.)
- Reaching, standing, and walking.
- Repetitive motion (typing) required 80-90% of workday.
- Customer relation skills.
- Typing 35 wpm.
- Working computer knowledge.
- Bookkeeping and organization skills.
- Ability to spell and proof read documentation.
- Understanding of Basic Excel and Word
- Must be able to perform essential duties with or without reasonable accommodation efficiently, accurately, and without causing a direct safety threat to the person or others.

***Additional***

- Stooping, kneeling, crouching, crawling, pushing, pulling and lifting (20-30 pounds daily).

**Machines Typically Operated**

- General office equipment (Copier, fax, 10-key, computer, scanner, etc.)
  - Reader printer
  - Large Copier for Specialty copying of Plats
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