



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: Deputy Clerk
Schedule: Full-time with Benefits
Department: Clerk and Recorder's Office

Salary: \$15.45 per hour
Closing Date: Open Until Filled
Department Administrator: Sandra Merchant

At a minimum, all qualified applicants must have:

Education/Experience/Training:

- High School Diploma, GED or HSE **and** two (2) years of experience in office procedures, typing, computers and interacting with the general public **or** two (2) years of post-secondary training and/or experience relevant to the position required.
- Familiarity with applicable Montana Codes preferred.
- Supervisor and customer service experience preferred.

Certifications:

- Valid driver's license issued by the State of Montana or the ability to obtain within 30 days from date of hire.

JOB SUMMARY

The Deputy Clerk (Clerk) acts as a records custodian performing tasks for the Land Data Management, Records, Vital Statistics and Elections Departments of the Clerk and Recorder's Office (CRO) of Cascade County (County) adhering to Title IV of Montana Code Annotated (MCA). It is the responsibility of the CRO, as the repository of documents, to accept statutorily recordable documents pertaining to real property, plats, surveys, finance, birth, death, election, and voter registration records and to maintain records for the benefit of public accessibility strictly following MCA. The Clerk assists the public in searching County records, locating information related to land, vital statistics, elections, and various other County records by phone, in person or through written and electronic correspondence fulfilling requests appropriately, indexes, records, files, finalizes the computer entry of all recorded and filed documents and performs other duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Assist the public in searching County records, locating information related to land, vital statistics, elections and various other County records, establish and maintain professional, positive working relationships with supervisors, co-workers, and other County employees and representative of the general public and private agencies, provide information and services by phone, in person and through written and electronic correspondence, anticipate and interpret customer needs by asking appropriate questions and research as necessary for the completion of the inquiry, provide proper forms and explanations regarding a variety of general topics related to the functions of the CRO in a timely courteous and professional manner, process all monetary transactions accurately and efficiently in accordance with established guidelines, balance cash drawer and reconcile with the recorded documents to ensure that fees have been recorded accurately, create an accurate computer index necessary to interpret document to index correctly, index relevant information from documents into the database and ensure that information is entered correctly, maintain accurate records, inventories, files and indexes, record, issue process, scan and index documents to preserve the records for the County according to policies and laws, issue certificates related to vital statistics including birth and death certificates adhering to all criteria standards for issuance of these confidential records, maintain and provide Military Discharges (DD214's) to qualified applicants, process deeds and Realty Transfer Certificates and submit them to the Department of revenue in order that the market value of real property in the county can be determined, assist in the security of election records, ballot boxes, voting equipment and other items used in the election process, receive and file oaths of office and nomination petitions for office and various other candidate forms, maintain records of initiative petitions being circulated and verify signatures on initiative forms, process, verify and update voter registration, to ensure accuracy and completeness, actively participate in all Election Day processes as deemed necessary by the Clerk and Recorder, assist the public in obtaining burn permits through the Montana State burn permit website, issue solid waste tickets to residents by following office procedures for issuance.

Knowledge and understanding of: Applicable state laws, codes, rules and regulations for the activities of the Clerk and Recorder and Election Offices, County Attorney and Attorney General's opinions, City, County, and state subdivision regulations, State Department of Revenue data collection procedures, office procedures, computers, equipment, microfilming equipment (must run machine) and record keeping, data entry, indexing and data base management software, surveys, plat maps, and how to search records, election maps and process reading.

Skills in: Accurate cash handling and till balancing procedures, basic mathematics and calculation, typing, filing, indexing, data entry and records management, navigating websites and the internet, use of County database, records procedures, modern office and drafting equipment, grammar, spelling, written format and punctuation.

Ability to: Process monthly billing to all city, state, and federal agencies for all recording, filing and copy services, learn requirements of recording and filing, follow verbal and written instructions and procedures, research Montana Code Annotated, proficiently operate a computer to complete required job duties, operate general office equipment, multi-line phone system, copier/printer/scanner/fax machine, oversee accurate and timely processing of documents and meet deadlines, maintain accurate records of all money received, properly record and store documents, participate fully as support to a service area or areas and provide backup and support to coworkers, comply with Department and County policies, procedures and regulations, participate in employee training and orientation and provide training to coworkers as requested, interact with the public, media, other agencies and employees in a professional, respectful and courteous manner, interact with and assist distraught, emotional and upset individuals, resolve interpersonal conflict in a professional, appropriate, straightforward, timely manner and set priorities, communicate in a professional and effective manner with others, both orally and in writing, manage and complete multiple tasks under fixed timelines, work independently and as a team member with minimal supervision, maintain strict standards of confidentiality, demonstrate punctuality and observe established work hours, accept responsibility and be self-motivated, climb ladders to retrieve heavy books, lift 25-50 pounds.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

This position is covered by and subject to the Collective Bargaining Agreement by and between Teamsters Local Union #2 and the Cascade County Office and Clerical Employees.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER