

LINN COUNTY CLASSIFICATION

TITLE: RECORDS CLERK 1

NUMBER: 020

PAY RANGE: 05

CATEGORY: OPEU

APPROVAL ORDER

NUMBER: 99-589

DATE: November 23, 1999

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Employees occupying positions in this class are responsible for performing clerical, secretarial, or accounting work of moderately complex nature in support of professional, technical, or administrative functions in a department. Where work is more repetitive, there is an added degree of responsibility for finality of action. Work of this class may involve the operation of typewriter, calculator, computer terminal and the other standard office equipment. Assignments may concentrate in the area of typing, posting and recordkeeping; public contact duties and computer data entry and retrieval.

SUPERVISION RECEIVED: Works under the supervision of the Records Supervisor or administrative employee of a higher classification. Works under closer supervision while learning more difficult tasks of position, but thereafter detailed instructions are received only on procedure changes, difficult tasks, or special projects. Work is reviewed in progress and upon completion for accuracy, quality, quantity, and conformance to department policies and procedures and pertinent laws and ordinances.

SUPERVISION EXERCISED: Supervision of employee is not a responsibility of positions in this classification, but an incumbent may assign duties and will assist in training new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department.

1. Responsible for working with public at the counter; answering phones and directing calls. Make copies and send to other departments and other governmental agencies as required.
2. May assist with processing daily mail, verify for proper fee payments, number documents.
3. Receive at the counter, documents for recording, verify authenticity, ascertain what the documents are attempting to accomplish in order to determine the correct fee or combination of fees to be assessed, inspect for errors or omissions, answer questions relating to recording procedures; index and file documents.
4. Collect and record cash payments; write receipts; balance receipts to data processing printouts.
5. Enter data into computer files, review computer printouts for accuracy; retrieve data from computer files.

6. Assist public in searches for recorded documents, answer questions and interpret documents for the public; make photocopies; check and review original documents with finished photocopies for errors and omissions,
7. Prepare documents for microfilming; microfilm; check film for errors or omissions.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

10. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL, AND ABILITY: Basic knowledge of the clerical process involved in the operation of an office. Knowledge of English composition, spelling and grammar as required by the particular position. Knowledge of basic arithmetic processes.

Ability to perform typing at a rate and accuracy required by the position. Ability to learn the basic principles and practices of fiscal recordkeeping as required by the position. Ability to learn the program and objectives of the department to which assigned after a reasonable period of time. Ability to learn the accurate operation of the office machinery such as calculators, copiers, computer keyboards, as required by the position. Ability to understand and follow oral and written instructions. Ability to maintain records accurately. Ability to work effectively with the general public. Ability to work in stressful situations.

EXPERIENCE, EDUCATION AND TRAINING: Two years of office or general work experience of a clerical nature; and graduation from a senior high school; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include being able to see, talk and hear; sit and stand; walk, bend, stoop and the ability to lift or move (30) pounds; use hands to finger handle or operate objects, tools or controls; reach with hands and arms.