

**Sioux County**  
**Employer's Job Description**  
(Revised October 2021)

**Name:** \_\_\_\_\_ **Department:** Auditor's Office  
**Position Title:** Real Estate Clerk **Pay Grade:** \_\_\_\_\_  
**Status:** Non-Exempt **Reports To:** County Auditor

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### **Purpose of Position**

The primary purpose of this position is to maintain the real estate records for all real estate parcels, both in our software records and on our digital plat map. The prerequisite of this position requires a working relationship with the Assessor's Office and the GIS Personnel.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These job duties are not to be construed as exclusive or a specific list; other duties may be required and assigned by the County Auditor:**

- Transfer ownership on various types of deeds that are submitted to this office on a daily basis. This transference at times involves more complicated processes of splitting and consolidating of parcels.
  - Working with *GIS personnel*, at times supervising as it relates to real estate, mostly maintaining, correcting, and verifying the accuracy of the County's digital map (as directed by Iowa Code).

In addition to transferring ownership, other daily tasks might include:

- *Annexations*
  - *Declarations of Condominiums*
  - *Dedications of Subdivision Plats*
  - *Easements*
    - ❖ The above list is inclusive of, but not limited to; verifying the accuracy of the legal descriptions, changing and/or creating legal descriptions, changing and/or creating new parcels, changing ownership, processing through the real estate software.
  - *Corrections* – Researching and correcting real estate mistakes to parcels and / or to the County's digital plat map.
  - *Surveys* – Check them for accuracy, according to Iowa Code before they are recorded. Maintain County Record as to location and recording information; submit to GIS Technician to add to the digital county map.
  - At times, it is necessary to verify legal descriptions and identify parcels as they pertain to *TIF Districts and Urban Renewal* submissions and *Urban Renewal Amendments*.
  - Assist the Public, either in person, by e-mail, or by telephone, regarding real estate questions. Some of the public may include, but not limited to, surveyors, appraisers, realtors, attorneys, financial lending personnel, abstractors, other county offices, and the general public.
  - Maintaining Information that is required for the yearly Census Report
  - All address changes in the Real Estate system are a requirement of this position
  - As situations demand, serve as back-up to the GIS Technician
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- Receive MMP's for County.

- Attend conferences or training pertaining to the position.
- Assist the Election Administrator with absentee voting and elections.
- Answer phones, process mail, run reports as requested, and any other miscellaneous duties as assigned by County Auditor.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

### **Education / Experience**

High school diploma or equivalent with further training in business administration, accounting, or other office related field of study. Possess and maintain certification as a Notary Public. Possess and maintain valid driver's license. Must have good communication skills and the ability to organize and analyze statistical, financial, and factual data.

## **Abilities and Requirements to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to communicate effectively with Department personnel, and supervisors and the public.

### **Judgment and Situational Reasoning Ability**

- Ability to use functional reasoning and apply rational judgment in performing diversified office projects.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject without direct supervision.

### **Physical Requirements**

- Limited physical exertion; must be able to sit or stand for long periods, lifting and carrying heavy boxes, office supplies, etc.

### **Environmental Conditions**

- Ability to work in an office environment, with occasional work outside under adverse and uncomfortable conditions where exposure to environmental factors such as temperature variations.

### **Travel Requirements**

- Ability to travel outside of the county to attend training or meetings. May require overnight stays.

### **Compliance**

Compliance with the employee handbook, county policies, department work rules, and supervisor directives, are required.

Sioux County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Please refer to the employee handbook and union contract for additional information.

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