

Sioux County
Employer's Job Description
(Revised June 2022)

Name: _____ **Department:** Recorder's Office

Position Title: Clerk **Pay Grade:** Clerical

Status: Non-Exempt **Reports To:** County Recorder

Purpose of Position (hours required)

Monday – Friday 8AM-4:30PM

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 Recorder:

- Assist the public in a friendly, competent manner in the office & on the phone.
- Use computer skills to enhance daily operation in Recorder's Office
- Following Iowa Code & requirements for recording & processing real estate documents
- Learning to read legal descriptions, paying attention to detail
- Issue Birth, Death & Marriage Certificate and assist with Marriage Applications
- Process registrations for Boats/snowmobiles/ATV's/ORV's
- Issue Game Licenses (Hunting, fishing, & Deer, Turkey tags)
- Various other duties assigned by the County Recorder
- Become familiar with Iowa Code

Minimum Training and Experience Required to Perform Essential Job Functions
Education / Experience

Proficiency in Microsoft products including, but not limited to Microsoft Word & Excel.

Knowledge of Office equipment, administrative & clerical procedures

High School graduate OR GED certificate

Process & maintain valid driver's license

Abilities and Requirements to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to communicate clearly in written & verbal form.
- Ability to establish & maintain courteous & effective work relationships with all levels of elected officials, department heads, staff, agencies & the public.
- Ability to utilize diplomacy & tact as required.
- Ability to speak Spanish is helpful, BUT not required

Judgment and Situational Reasoning Ability

- Ability to follow standard procedures
- Maintain confidentiality

Physical Requirements

- May need to assist researchers with large books (app. 20+ pounds)
- Ability to stand, sit, walk

Environmental Conditions

- .Ability to work in Office environment
- Ability to assist the public in friendly, professional manner

Compliance

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

Compliance with Iowa rules & regulations

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.
