

## IOWA COUNTY JOB DESCRIPTION

**POSITION:** Recorder Clerk

**REPORTS TO:** Iowa County Recorder

**DEPARTMENT:** Recorder

**REVISION DATE:** December 2024

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### **PURPOSE OF POSITION**

Under the general direction of the County Recorder to supervise and perform duties related to this position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

### **GENERAL DUTIES**

- Assisting customers at the counter/phone
- Process DNR Transactions
- Respond to questions, issues, and concerns of customers
- Ability to operate computer (data entry), phone system, scanner, photocopier, and similar office machines
- Detail oriented and able to multitask
- Knowledge of legal descriptions is helpful

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

- High school diploma or equivalent is required
- Experience in Microsoft Word and Excel
- Ability to learn and retain vast amounts of information and procedures
- Ability to work with the public under stressful situations
- Possess strong communication skills, both verbal and written communication skills
- Possess problem solving skills

### **MINIMUM MENTAL & PHYSICAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

- Proficient in basic mathematics
- Able to count money and make change
- Ability to establish and maintain effective working relationships with general public and fellow employees
- Maintain and respect customer confidentiality
- Ability to write legibly
- Communicate effectively over the phone
- Ability to lift up to 50 pounds
- Ability to sit and work at a desk
- Frequent standing at a counter required

*Iowa 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 prospective employees and incumbents to discuss potential accommodations with the employer.*