

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following position. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, contact the Personnel Department, 7th Floor, Room 705, of the Santa Fe Building, 900 S. Polk. Applicants will be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE:

DEPUTY CLERK

SKILLS REQUIRED:

- Daily attendance at the County Clerk's office is required. Must arrive at work on time (8:00 a.m.) prepared to perform assigned duties and work assigned schedule. Must remain at work until 5:00 p.m.
- Maintain the ability to adapt to the changing technological environment and fully utilize computer programs and systems at all times
- Proficiently operate office machines – such as phones, copiers, scanners and calculators
- Be proficient in all work areas with the ability to be self-motivated, and also work on projects at the direction of the County Clerk
- Effectively interact with customers – record documents and issue Marriage License, Scan, Index and Verify recorded documents and historical documents
- Assist customers on the phone and answer questions relating to the department of Official Public Records

Additional Job Duties:

EDUCATION: High School graduate or equivalent - Required

EXPERIENCE: College/business/technical training helpful

REQUIRED SKILLS: Extensive data entry experience – PC, MS Word & MS Excel; Heavy data entry; Follow and retain written and verbal instructions; Detail oriented; Follow procedures established by statute and office policy; Maintain high level of concentration despite frequent interruptions; Productively handle constructive criticism; Maintain confidentiality; Multi-task; Legible handwriting; Maintain a cooperative and positive attitude

PREFERRED SKILLS: Organizing, coordinating, evaluating, planning, reading, sorting, comparing, problem solving and assisting; Typing and handwriting; Speak and write English clearly and be understood by others

PHYSICAL REQUIREMENTS: Frequently required to talk, hear, see, sit and/or stand for long periods of time, walk, kneel, climb, feel, use fingers to handle and arms to reach and carry, lift, sort, stoop, read, bend and file; Required to lift up to 30 lbs. occasionally; Specific vision requirements include both up close and distance

SPECIAL CONDITIONS: Required to be bondable under the County Clerk's Official Bond; required to occasionally work overtime in order to assist late customers; Required to dress in professional business attire at work daily – follow dress code as outlined in the County Clerk handbook Ability to speak a foreign language is a plus

STARTING SALARY: \$2700/month

The above statements are intended to describe the general nature and level of work being performed by this classification. They are not to be construed as an exhaustive list of all job duties performed. The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job related selection or promotional criteria.

APPLICATIONS WILL BE ACCEPTED THROUGH 10/1/21 OR UNTIL FILLED
"POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION,
AGE OR DISABILITY IN EMPLOYMENT OF THE PROVISIONS OF SERVICES."