

# Delaware County

## POSITION DESCRIPTION

Title: Land Records Clerk/Administrative Assistant	Department: County Clerk's Office
Reports to: County Clerk	FLSA Status: Non-exempt
Approval Date: January 27, 2020	Revision Date: N/A

### **Position Profile**

The Land Records Clerk updates ownership into a computer system from legal recorded documents and tract index books, including lot splits, right-of-way dedications and easements and other data related to real property; reading legal descriptions; reading and verifying maps including Delaware County Assessor Maps and Delaware County Recorder maps.

Provides high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Performs related duties or special projects as required or requested in coordination with the Delaware County Commissioners and the Delaware County Court Clerk.

### **Duties and Responsibilities**

- Reads and interprets recorded legal documents transferring ownership on real property and distinguishes the difference between the documents, including but not limited to agreements, releases and deeds to clear title;
- Plots a parcel of land onto a map from a metes and bounds legal description;
- Establishes legal descriptions and ownership records for newly recorded subdivisions;
- Provides legal descriptions and related land and ownership information to the public, other City departments and Governmental agencies;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
  
- Must be able to be present at the designated work site a minimum of 40 hours per work week, as established by the County Clerk. Must maintain a professional appearance.
- Greets, receives, and directs visitors and clients.
- Must be friendly and treat others with courtesy and respect.
- Receives, transfers, and screens telephone calls and/or electronic communications.
- Provides responses written and/or verbal to routine inquiries and/or refers them to proper elected officials.
- Uses typing, keyboard, and computer to perform clerical work.
- Prepares schedules for holidays and Commissioner meeting.
- Prepares meeting agendas for County Commission meetings in coordination with the Commissioners and the County Clerk.
- Provides information regarding agenda items to each Commissioner with time in advance of the meeting for the Commissioner to review.
- Provides information pertinent to each Commissioners district in a timely manner.
- Serves the Commissioners and general public with consistent courtesy and without political bias or favoritism.
- Compiles supporting documents for agendas.
- Posts various agendas and notices to inform public of meetings and office holiday/closings.
- Maintains commission room and provides agendas for general public and elected officials.

- Proofreads typed materials for accuracy and correct punctuation, spelling, grammar and legal citation.
- Maintains office equipment and order supplies.
- Sorts mail and assures proper delivery to elected officials.
- Prepares various resolutions and monthly apportionments of Highway Cash for each District.
- Notifies maintenance staff of problems occurring in county facilities and contacts electricians, plumbers, carpenter, etc., as needed, upon advisement of Commissioners.
- May be required to serve as requisitioning officer for General Government, Insurance, Charity, Emergency Management, Auditor and Commissioner Accounts.
- May be required to coordinate various insurance claims with Association of County Commissioners of Oklahoma (ACCO).
- May be required to assist with budget preparation for various accounts.
- May be required to prepare materials for audit.
- Ensures all required filing is intact for at least five (5) years.
- Maintains workflow by studying methods; in coordination with the Commissioners and County Clerk implements cost reductions; and develops reporting procedures.
- In coordination with the County Commissioners/County Clerk may lead or assist in the creation and revision of systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains inventory. Checks to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- General clerical duties including photocopying, fax and mailing.
- Maintain electronic and hard copy filing system.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Open, sort and distribute incoming correspondence.
- Manage and maintain Commissioner' schedule
- Prepare invoices, reports, memos, letters, financial statements and other documents, using Microsoft office products or other electronic products available, spreadsheet, database, or presentation software.
- Prepares reports by collecting and analyzing information.
- Contributes to team effort by accomplishing related results as needed.
- Required to work independently or as a team and exercise good judgment and follow written instructions.
- Works with FEMA projects and grants.
- Other duties as may be assigned.

### **Qualifications**

Must be 18 years of age or older. Must be able to pass a pre-employment drug screen and employment background screen. Will be subject to continuous drug screenings throughout employment. Excellent communication skills, computer proficiency, and organizational ability are required.

### **Education and/or Experience**

Requires previous work history in an office setting and strong computer skills. Filing and data entry experience preferred. High school diploma/GED required. **PREVIOUS WORK IN LAND RECORDS, GRANTS, and FEMA PREFERRED.**

### **Knowledge, Skills, and Abilities**

Ability to:

- Read, write, speak and understand the English language.

- Keep information confidential.
- Perform assigned tasks under frequent supervision.
- Follow written and verbal instructions.
- Establish and maintain positive relationships with managerial staff, co-workers, guests, and the general public. Work well alone or within a team.
- Communicate information and suggestions in oral and written form. Prepare written documents and complete reports as required.
- Utilize MS Office products at beginner to basic (create new documents, open/edit existing documents) skill level.
- See problems and avoid situations that could be deemed illegal or represent a safety hazard to fellow employees or guests.
- Respond to inquiries or complaints
- Maintain physical condition and stamina appropriate to performance of assigned duties.
- Assists in processing payments from citizens.
- Assists in filing documents accurately.
- Performs other duties as instructed by the County Clerk.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl. The employee is frequently required to sit for long periods of time. The employee is occasionally required to lift and/or move up to twenty five (25) pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly exposed to an indoor office work environment. The noise level varies from light to moderate. Frequently uses personal computer system to perform job functions. The employee may be exposed to the risks associated in attempting to resolve issues with extremely irate or difficult people.

NOTE: The omission of specific statements or duties listed above does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between Delaware County government and the employee, and is subject to change by Delaware County as the needs and requirements of the job change.

Delaware County is an Equal Opportunity Employer