

# TANEY COUNTY of MISSOURI

## JOB POSTING

**Job Title: Assistant Marriage License Clerk      Office: Recorder**

Taney County is currently seeking the right candidate to work in the Recorder's Office. The position will be part time, temporary as-needed, and will work approximately 30 hours per week. If interested, please complete an application and submit it to the Human Resources Department.

**SUMMARY:** Perform various duties in the Taney County Recorder's Office which includes having general knowledge of the operations of the Recorder's Office.

### **PRIMARY DUTY**

Sales of marriage licenses which includes taking applications, collecting associated fees and issuing the marriage license.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following. Management retains the discretion to add to or change the duties of the position at any time. Attendance is key to performing the job. Other duties may be assigned.

Must have superior phone skills and a general knowledge in assisting the public with questions regarding their property or property in general.

Assigned to make daily trips to the post office with a minimum of two (2) trips per day, on a rotating basis.

Must perform checks on pre-recorded documents per Missouri statutes to determine whether they are recordable and whether they are standard, non standard, or of exempt status.

Must perform receipting duties which involve recording deeds, as well as state and federal tax liens.

Must perform scanning duties recorded documents with the Cannon 5060 scanner into the computer system.

Must index recorded documents by putting in grantors, grantees, legal descriptions, and any other additional information.

Responsible for a second pass, or to review recorded documents.

Must perform the mail out of recorded documents (UPS, FedEx, and Post Office).

Must have basic knowledge of the computer systems and actions to take with system failure.

Must perform Monthly balancing of recording account in Peoples Bank of fees to the State and County.

Must balance over payment account.

Each assistant must be able to file DD214's.

Must assist the customers with the recording of plats and surveys.

Retrieve documents from Ozark Mountain Underground Storage.

Keep updated inventory of fixtures, equipment, and Underground Inventory.

**EQUIPMENT USED:** The Equipment used is representative of what the employee must be able to operate to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Basic office equipment such as computer, fax machine, copy machine, printer, telephone, calculator, etc. Must be able to email.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High School Diploma or GED required. Office environment experience a plus.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before customers or employees. Must possess good phone skills.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS & ABILITIES:** Must demonstrate an ability to work with others in the department and with employees in all departments. Must be a self-starter with good organizational skills. Must have an attention to detail and be able to prioritize.

Must have computer skills. Must be able to work with confidential information.

**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 sit; use hands to finger, handle, or feel objects, tools, or controls, and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**WAGE:** \$10.00 per hour

**Taney County is a Substance Free, Equal Opportunity Employer (EOE). Applications can be obtained from the County website at [www.taneycounty.org](http://www.taneycounty.org) or at the Human Resources Department. Please contact Human Resources at (417)546-7237 if you have any questions.**

This position will remain posted until filled.

Date Posted: 07/01/2015