



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: Land Data/Recording Clerk Roaming
Schedule: Full-time with Benefits
Department: Clerk and Recorder's Office

Salary: \$13.67 per hour
Closing Date: Open Until Filled
Department Administrator: Rina Moore

At a minimum, all qualified applicants must have:

Education/Experience/Training:

- High School Diploma, GED or HSE required.
- **And** two (2) years of experience in office procedures, typing, computers and dealing with the general public **or** two (2) years of post-secondary training and/or experience relevant to the position required.
- Familiarity with applicable Montana Codes preferred.
- Supervisor and customer service experience preferred.

Certifications:

- Valid driver's license issued by the State of Montana or the ability to obtain within 30 days from date of hire.

Election's Office Employment Statement: Typical work schedule is 40 hours per week. This position has the option to work a schedule of four ten-hour days with flexibility depending upon Department needs. May work overtime during elections.

JOB SUMMARY

The Land Data/Recording Clerk Roaming (Clerk) performs tasks for the Land Data Management, Records, Vital Statistics and Elections Departments of the Clerk and Recorder's Office. The Clerk maintains the plat books for the County, serves as the initial point of contact for property ownership within Cascade County, receives copies of all recorded documents pertaining to real estate, verifies the grantor had an interest in the concerned property, posts the new owner in the appropriate position in the plat books, updates the County computer to reflect the new owner, establishes records for new subdivisions and additions by creating subdivision codes and creating new additions in plat books, posts easements, rights-of-way, mineral rights deeds, and other miscellaneous documents to the plat books that do not change ownership, verifies recorded documents for accuracy and completeness of legal description and contacts the preparer regarding discrepancies and/or omissions, contacts title companies, lawyers, surveyors, and property owners to resolve problems with deeds/plats/surveys, mathematically computes land acreage, balance acreage, square footage, etc., as necessary, types variety of correspondence, memos, reports, and forms using knowledge of appropriate formats, as well as, correct language and spelling, issues DD-214, birth and death certificates to people who have requested them, makes photocopies, maintains strict confidentiality, works front counter in the processing, recording and filing of documents, accepts daily receipts from the Elections Department and records room, balances receipts and money daily, maintains monthly charges and sends billing to other government offices, supervises preparation and storage of all recorded documents, follows M.C.A. in recording and filing of documents, finalizes computer entry of all recorded and filed documents and performs other duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Clerk controls acceptance of documents, performing duties requiring attention to detail, accuracy and timeliness of documents where errors could have significant consequences, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, continual daily contact with title companies, attorneys, other government offices, and the general public, often dealing with difficult situations, in person and by phone, performs tasks with minimal supervision consulting with Chief Deputy or Clerk and Recorder, and Land and Data Supervisor as needed, works the front counter requiring ability to communicate, read written material, type, file, apply rules and regulations (acquire knowledge of M.C.A. relating to the Clerk & Recorder's Office) and record keeping related to daily receipts, prepare monthly bills for other agencies, post payments and account for daily and monthly receipts to the County Treasurer, issues DD-214, birth and death certificates, reviews plats and surveys with accompanying documents of support, performs extended review of subdivision and surveys and accompanying documents of support before being accepted for filing, receives and records documents related to property ownership, transfers and encumbrances, liens, mortgages, financial statements, federal tax liens, plats, surveys, etc., answers questions concerning documentation related to property ownership, responds to verbal and written inquiries received and replies as appropriate in a timely manner, transfer and encumbrance, maintains strict confidentiality of sensitive information, performs other duties as required or assigned.

Knowledge and understanding of: Applicable state laws, codes, rules and regulations for the activities of the Clerk and Recorder and Election Offices, County Attorney and Attorney General's opinions, city, County, and state subdivision regulations, State Department of Revenue data collection procedures, office procedures, computers, equipment, microfilming equipment (must run machine) and record keeping, indexing on the database, surveys, plat

maps, and how to search records, election maps and process reading.

Skills in: Typing, filing, indexing data entry and records management, calculation, use of County database, records procedures, modern office and drafting equipment.

Ability to: Handle monthly billing to all city, state, and federal agencies for all recording, filing, and copy services, learn requirements of recording and filing, follow verbal and written instructions and procedures, research Montana Code Annotated, proficiently operate a computer to complete required job duties, oversee accurate and timely processing of documents and meet deadlines, maintain accurate records of all money received, properly record and store documents, participate fully as support to a service area or areas, provide backup and support to coworkers, comply with Department and County policies, procedures and regulations, participate in employee training and orientation and provide training to coworkers as requested, establish effective working relationships with co-workers, supervisors, and the general public, interact with the public, media, other agencies and employees in a professional, respectful and courteous manner, interact with and assist distraught, emotional and upset individuals, deal with conflict in a professional and appropriate manner, resolve interpersonal conflict in a straightforward and timely manner and set priorities, communicate in a professional and effective manner with others, both orally and in writing, multi-task, maintain strict standards of confidentiality, work independently and as a team member with minimal supervision, demonstrate punctuality and observe established work hours, accept responsibility and be self-motivated, climb ladders to retrieve heavy books, lift 30+ pounds.

The successful applicant shall serve a 6-month probationary period, must join the Teamsters Union and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER