

Fallon County Job Description

Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, gender, marital status, veteran status, sexual orientation or disability. Applicants with disabilities who need accommodation with the application or selection process should contact Fallon County Human Resources.

Job Title: Clerk
Department: Clerk & Recorder
Location: Baker, Montana
Job Status: Full Time, Non-exempt
Reports to: Clerk & Recorder

All Clerks in the Department of the Clerk & Recorder have interchangeable functions to meet the needs of the office. A Clerk may be asked to perform functions not necessarily identified in his/her job description that are identified in another Clerk's job description.

Job Overview:

This position serves as the Recording Secretary for the Fallon County Commission in addition to providing a high level of department support and customer service within the Clerk & Recorder's office. Performs a variety of clerical functions such as greeting visitors, answering phones and receiving monies. This includes handling sensitive, confidential communications and information requests in the process of researching and recording documents. Serves on the election team.

This position may use a county owned motor vehicle and is subject to a motor vehicle background check.

Essential Functions:

Recording Secretary – This position is present during all official and noticed Commission meetings. During the meetings takes minutes in accordance with §2-3-212 and §85-3-421 MCA; provides information on past minutes and/or meetings and obtains required documents as needed. Assists the Commission in adhering to Open Meeting statutes. Provides factual information based on previous meetings and minutes in response to either Commission request or to ensure the Commission is well informed on pending matters. Defers specific minute content requests back to the Commission. Edits and prepares minutes for publication and the permanent record maintained in the Clerk & Recorder's office. Manages the Commissioners' calendar; schedules appointments, creates and posts a weekly agenda providing appropriate statutory public notice of meetings. Prepares weekly information packets reflective of upcoming agenda and other work items; ensures availability of these items by 3:00 p.m. on Fridays. Relays messages to Commissioners via phone and/or email. Arranges travel accommodations and completes registrations for meetings and conferences. Drafts correspondence and public notice; prepares resolutions, board appointment letters and other action items. Organizes documents for work sessions; files documents.

Department Support – Communicates with customers, employees, and other individuals to answer questions and provide information related to recording of documents, elections and other office functions. Answers the telephone, directs calls, and delivers messages. Completes document searches and related requests; provides copies as requested and processes payments. Issues birth and death certificates. Records submitted documents, ensuring documents meet standards. Reviews recorded documents for errors. Determines fees and issues payment receipts. Answers budget related questions regarding coding of expenditures. Receives monies/revenues for various County entities; ensures proper coding for deposit and presents with the Treasurer for deposit. Files documents as needed/directed; removes/destroys documents in accordance with Secretary of State's Retention Schedule. May assist with end of the month Cash Reconciliation with Treasurer's Office.

Creates and distributes the County Calendar each month; gathers meeting and event information from various Departments. Reconciles the County credit card statement each month. Provides reports as requested by other Departments. Maintains an index and a spreadsheet of all County resolutions allowing accurate searches; updates index and files new resolutions. Certifies teaching certificates via the Superintendent of Schools. Provides information and documents for home school programs. Assists with Accounts Payable as needed. Enters monthly expenditures for Baker and Plevna Rural Fire Departments into accounts payable program.

Fixed Assets – Receives invoices for fixed assets; determines life expectancy of each item via established accounting schedule. Enters information into software program to establish a permanent record and depreciation rates. Disposes of fixed assets within program. Generates an annual fixed assets inventory report and distributes to Department Heads. Completes the fixed assets section for the Annual Report by creating an accurate record of all expenditures and depreciation of capital items as well as ongoing projects.

Election Team – Responds to inquiries; provides deadline information. Instructs voters on registration, completion of absentee ballots; processes absentee ballots. Explains and provides instruction to electoral candidates in completing the filing process. This position may work extended hours during election times to provide assistance to the Election Administrator. May serve as an election judge.

County Auction - Notifies Department Heads per established timelines and procedures; compiles list of items for auction. Organizes the auction; gathers information for advertising. Attends the auction to provide assistance in responding to and answering questions. Following the auction, reconciles the sales inventory to ensure each Department receives accurate credit for items sold. Disposes of sold items within the fixed assets system and software program.

Competencies:

Accountability, Active Listening, Adaptability, Assertive, Attention to Detail, Basic Accounting, Commitment, Communication – Oral and Written, Computer Skills, Confidentiality, Creativity, Customer Service, Dependability, Discretion, Flexibility, Initiative, Interpersonal Skills, Meeting Minutes, Multi-task, Open Meeting Laws, Oral Comprehension, Organization, Problem Solving, Professionalism, Sensitivity and Teamwork:

This position requires considerable knowledge of office administrative practices and techniques; including meeting minutes and records management. Thorough knowledge of Word for Windows, Excel, Publisher and Adobe is required. Ability to create accurate, grammatically correct and neutral toned meeting minutes. Must have knowledge of open meeting laws and Roberts Rules of Order. Must be able to act with discretion and diplomacy when present during Commissioner meetings. This position requires the ability to accurately transfer data in spreadsheets and compile information, using various computer programs. Ability to create spreadsheets with formulas. Ability to discern sensitive information and maintain confidentiality. Adapt to changing work routines and demands.

Ability to interact courteously and effectively with Commissioners, elected officials, department heads, County employees and the general public. Requires the ability to effectively interact with variety of personalities and demands of the public. Ability to act with initiative, common sense, and good judgment. Possess excellent customer service and interpersonal skills to resolve questions and concerns using good judgment and discretion. Ability to maintain respectful assertiveness when scheduling Commissioner appointments and yet meet needs of requestor. Responds to requests for service and assistance. Ability to follow instructions, responds to management direction; takes accountability for own actions. Resolve questions or concerns with courtesy and respect.

Must listen actively and understand information and ideas presented through spoken words and sentences. Communicate information and ideas in speaking so others will understand; explain rules and procedures clearly.

This position must function as part of a team, working for the betterment of the office, its processes and the public.

Minimum Qualifications:

The above knowledge, skills, and abilities are typically acquired through a high school diploma or equivalent. A minimum of two (2) years of clerical/secretarial experience as well as experience with Word, Excel, meeting minutes and basic accounting is required. Other equivalent combinations of education and experience may be considered. Must possess or be eligible for a Montana driver's license.

Salary Schedule:

The starting wage for this position is \$18.50 per hour. This position will serve a mandatory six (6) month probationary period; the County may terminate employment or extend the probationary period up to one (1) year if job performance is not meeting the position expectations. After successful completion of the probationary period and gaining permanent employment status, the wage will increase to \$19.50 per hour. Following an additional six (6) month period as a permanent employee, the wage will increase to \$20.50 per hour.

Hours of Work:

8:00 a.m. to 5:00 p.m., Monday – Friday. The demands of the Commissioners' Agenda may occasionally result in additional hours.

Physical and Environmental Demands:

While performing the duties of this job, the employee is regularly required to speak and hear. This work requires periods of extended computer use. The employee is frequently required to sit for long periods as well as to stand, sit, bend, and reach with hands and arms. May be required to stoop, kneel or crouch. May be required to lift up to twenty-five (25) pounds. Specific vision abilities include close and distant vision.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.