

JOB DESCRIPTION

Position Title: Motor Vehicle Clerk / Recording
Department: Kit Carson County Clerk and Recorder
Supervised by: County Clerk and Recorder

GENERAL STATEMENT OF DUTIES:

- To provide service to the citizens of Kit Carson County and the State of Colorado to the best of your ability. Employees must work as a team to provide service to the public. Staff will gain as much knowledge as possible in all fields in the County Clerk's office so that they can serve the public.
- The purpose of this position is to obtain overall knowledge of the work in the Clerk's office as the Finance Position and Motor Vehicle Titles and Registrations plus be able to assume duties in all functions (Driver License, Recording, Elections) as needed.
- Perform a variety of customer service, clerical, and administrative duties associated with the different functions of the County Clerk's office. These will include filing, assisting the County Clerk as requested.
- All staff will be cross trained for different duties. Each Clerk position will have the same essential duties, plus those of other duties assigned.

QUALIFICATIONS:

- High school diploma or equivalent.
- Basic knowledge of computers, basic office skills of typing, calculator, and other general office equipment, excellent communications and public relations skills, minimal knowledge of accounting and general office procedures.
- Employees must work well with each other. A background check will be completed on each employee.

PREFERRED:

- Multi-tasks on a high level
- Above average knowledge of computers, familiar with Microsoft Office programs (Excel & Word).

OFFICE HOURS:

- Office hours are from 8:00 A.M. to 5:00 P.M. Monday thru Friday

WORKING CONDITIONS:

- Must be able to work in close proximity with other people, yet balance interruptions from customers, phone and noise distractions from equipment and other individuals.
- Working alone and under the pressure of meeting deadlines is also a requirement.
- Multi-tasking is a necessity but accuracy must be maintained

RESPONSIBILITIES

The following statements are illustrative of the duties and responsibilities of the job. The organization retains the right to modify or change the duties and responsibilities of the job at any time.

MOTOR VEHICLE:

- Assist throughout the Motor Vehicle Office with customers, provides assistance, and makes suggestions to customer and employees. Works with difficult situations in a professional manner. Contact the State Motor Vehicle for assistance with problems or questions that are not covered in the manuals or our resource notebook.
- Learn DRIVES computer software and process renewals applications, check for accuracy and completeness of finance papers and new title/registration applications, process duplicate titles, permits and handicap applications, complete changes in registration and titles.
- Collect appropriate fees and enter into cash drawer.
- Teamwork is essential part of office flow.

RECORDING:

- Process documents that are received by mail, e-mail or over the counter will check for accuracy into the Recording system in the County Clerk's office. Collect appropriate fee and enter into cash drawer. Train general public to research of documents recorded.
- Check each document to make sure that Grantor/Grantees/legal descriptions are entered correctly. Return all documents in a timely manner. Create reception reports daily. Run daily report for Abstract office.
- Assist with the computer operations and printers. Complete nightly financial reports for recording system and input them into the DRIVES cash drawer. Contact recording system vendor should changes or need for assistance in equipment or software.

Keep up with new legislation or legislative changes and assist to implement changes.

ADDITIONAL DUTIES MAY BE ASSIGNED INCLUDE:

DRIVER LICENSE:

- Will attend Driver Training at the State Drivers License Office. Will be able to issue a Drivers License, ID as well go on a Road Test with individuals if needed. Will also give eye test as well as written tests when applicable.
- Provider customer assistance to the general public for Drivers License, ID or Driving records.
- Learn and review Drivers Licenses Manual, forms and work with Regional Manager for assistance with problems or questions that are not covered in the State Manual enter all information in the State Drivers License computer for each individual. Learn the Computer system and maintain the information.
- Will learn the Road Test maneuvers on the two routes that were approved by the State Drivers License personnel.
- Collect appropriate fee and enter into cash drawer.

ELECTIONS:

- All office staff will have a background check completed so they can assist with the election process.
- May need to be able to assist some evenings and election night as results are brought to the courthouse.
- Staff will be trained on election equipment and provide assistance when necessary. Staff may have to go to ballot drop off location to give assistance or take supplies.

FINANCES:

- Complete daily balance of cash drawer or give assistance to the nightly balance of daily business transactions.
- Maintain or assist with inventory of plates, tabs, forms, and office supplies.
- Weekly deposit and track credit card/electronic transactions with County Treasurer
- Monthly Clerk and Electronic Recording Technology Fund Reports for Board of County Commissioners
- Reconciliation of accounts with the Treasurer crossed with the Month-end Reports
- Prepare financial reports and material for the County Auditor
- Keep up with new legislation or legislative changes and assist to implement changes.

SKILLS AND ABILITIES:

- Excellent public relations and communications skills
- Ability to accept and adapt to change; Multi-Task at a high level
- Office skills including typing, filing, computer knowledge and use of phone, calculator, copier and fax machine
- Ability to concentrate, read, and count
- Ability to learn and apply new laws, regulations, and policies
- Ability to share knowledge and assist in training new staff
- Knowledge of basic bookkeeping
- Prioritize and resolve issues
- Ability to work alone and make independent judgments
- Ability to follow written and verbal instructions
- Willingness to teach and learn new processes and use of various pieces of equipment
- Problem solving and negotiation abilities
- Ability to interpret written instructions and materials
- Neat, precise work habits and attention to detail
- Ability to complete forms
- Math, telephone and letter writing skills
- Legible handwriting
- Good memory and perception skills
- Ability to assume responsibility for the County Clerk and Recorder's office, if deputized
- Sort and deliver mail
- Attend Regional and State Conferences, if needed

PHYSICAL DEMANDS:

- The following are some of the physical demands commonly associated with this position.
 - VISION - Individual must be able to read handwritten or printed material, and read from computer monitor.
 - HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
 - LIFTING - Must be able to lift, carry, push or pull a minimum of 45 pounds. Must be able to lift over one's head to stack election equipment, retrieve recording books, and handle license plates and inventory.
 - MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking while operating in the office. Occasionally* stoops, kneels, balances, reaches, crawls, and crouches while performing manual office duties.
 - DEXTERITY - Frequent use of eye, hand, and finger coordination enabling the use of automated office machinery.
 - COMMUNICATION - Individual must be able to clearly understand the English language and be understood while speaking the English language.
 - DRIVING - Individual must be able to operate a motor vehicle.
 - *Occasionally: Activity exists less than 1/3 of the time.
 - *Frequently: Activity exists between 1/3 and 2/3 of the time.
 - *Constantly: Activity exists more than 2/3 of the time.

BENEFITS:

Full time employees will receive a full benefit package as provided by the Kit Carson County Board of Commissioners Part-time, temporary or seasonal employees do not receive benefits.

EQUAL OPPORTUNITY:

Kit Carson County is an Equal Opportunity Employer. All persons receiving compensation from Kit Carson County through payroll are considered employees of Kit Carson County and are expected to adhere to Kit Carson County's Employment Policies. Employees should consider the liability of Kit Carson County in all decisions made.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts Kit Carson County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the County and any County employee. No employee should consider these guidelines as a contract. Kit Carson County does not guarantee any specific term or length of employment. All employees of the County are "at will employees".

I, _____ have read the above job description for the Kit Carson County Clerk's Office. To the best of my knowledge, I am able to perform all duties of the job as described.

Employee/Applicant

Date

Supervisor

Date