

# PIERCE COUNTY

## JOB DESCRIPTION

**POSITION TITLE: Clerk, Registers of Deeds, and Election Commissioner**

**Essential Functions:**

- Administers dental, health and life insurance plans, long-term disability benefits, and the pension plan, including researching and preparing reports for insurance claims answering all insurance inquiries, preparing statistical information relating to benefits, updating employee insurance information, and coordinating accounts with insurance carriers.
- Conducts new employee orientation, to include signing up new employees for benefits, preparing paperwork for payroll, and contacting benefit companies.
- Maintains all confidential employee personnel files and information pertaining to employee benefits.
- Acts as a liaison between the County and its consultants in the coordination of projects.
- Reviews County rules and regulations, job descriptions, safety rules, and pay grades to assist department heads in applying them appropriately.
- Utilizes a variety of computer programs in the preparation of departmental documents, records, marriage licenses, voter registration and other election documents, payroll, personnel records and accounts payable.
- Utilizes a wide variety of standard office equipment in the performance of duties.
- Prepares, compiles and maintains a variety of public and confidential departmental records, reports, correspondence, memos, agendas and other documents.
- Perform customer service duties at the counter and on the telephone with a friendly and professional manner.
- Handle daily cash, check or credit card transactions in accordance with established departmental procedures.
- Maintain file system of official documents, reports and forms including those reports submitted monthly, quarterly and yearly.
- Perform a variety of clerical duties as needed such as typing, data entry, preparing departmental mail.
- Perform a variety of accounting duties as needed such as collecting and balancing miscellaneous receipts, check books, worksheets, tax reports, licenses, permits, statements.
- Perform a variety of duties for voter registration and all other election requirements, preparing marriage licenses, preparing invoices, preparing expenses claims and payroll claims.

- Record the exact wording of deeds, mortgages, power of attorney, mechanics liens, contracts, financing statements, state and federal tax liens and miscellaneous instruments pertaining to real estate.
- Perform other duties as directed or as the situation dictates.

#### **Essential Knowledge, Experience and Abilities**

- Thorough knowledge of modern office equipment, office methods, record keeping and standard clerical techniques. Ability to work accurately with figures.
- Thorough knowledge of County policies, rules and regulations.
- Ability to maintain cooperative and friendly working relationships with fellow employees, supervisors, governmental officials and general public.
- Ability to operate general office programs such as Microsoft Word, Microsoft Excel and other computer office programs.
- Ability to maintain the confidentiality of documents and information that is not for public review.
- Ability to maintain departmental records, compile information and prepare accurate reports.
- Ability to perform accurate mathematical calculations such as addition, subtraction, multiplication and division using a calculator.

#### **Essential Physical Demands and Typical Working Conditions**

- Normal office hazards are encountered, i.e., prolonged sitting and typing.
- Work duties require sporadically lifting large real estate books a short distance from the file rack to the counter/table.

#### **Essential Attendance and Availability Requirements**

- Must maintain an acceptable level of attendance, punctuality, and availability as determined by the County; must work such regularly-scheduled hours as are determined by the County; must work any required overtime, weekends, and holidays.
- Must work at the assigned work site.
- Must travel as required.