

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
OFFICE SPECIALIST II	\$10.29 /HR	9-11-2015

WEBER COUNTY RECORDER OFFICE - FULL-TIME WITH BENEFITS

JOB SUMMARY Under close supervision of an administrative superior, performs a variety of routine and specialized clerical work requiring advanced knowledge of interrelated department paperwork and procedures.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

Will perform the following specific duties: Customer Service. Tasks - assist public at counter with locating properties in plat books; furnishes records for the public to inspect; furnishes and interprets property descriptions. Makes copies as requested. Telephone. Tasks - Answers queries concerning information on public record; ownership of and location of property; furnishes information about functions of the office and services available. Incoming Mail. Tasks - Opens and routes incoming mail. Examines all documents and money received to determine if fee is correct; determines if document is entitled to be recorded. Returns recorded documents through mail. Recording. Tasks - Received documents from general public. Determines if they are entitled to be recorded. Determines and receives recording fee; Affixes recording information. Filing. Tasks - Receives Record's of Survey from private land surveyors; ascertains and receives appropriate filing fee; affixes filing information. Cashier. Tasks - Receives money, makes change, counts daily receipts and balances to fee and entry printout and recorded documents; Makes out deposit form and turns daily receipts over to auditor. Processes reports, certificates, applications, and other materials; examines for accuracy and completeness, makes additions or resolves discrepancies consulting with supervisor or other employees as appropriate.

Fills in data on standard office forms; maintains records, files, indexes and books according to established methods and procedures; compiles and tabulates data for records and reports; maintains inventories and orders supplies. Accepts fees for payments; balances cash on hand against receipts; prepares and balances deposits; issues receipts, notices, certificates and licenses, and keeps simple records of transactions; makes simple mathematical computations. Receives telephone and personal callers, handling any questions or matters of a non-technical or routine nature and directing others to the appropriate staff member; assists visitors in filling out forms and applications, as required. Operates simple office equipment. Performs related work as required.

MINIMUM QUALIFICATIONS High school graduation or equivalent, AND Two years of increasingly responsible experience in clerical work; work experience must be appropriate to the position to be filled. OR Any equivalent combination of education and experience.

Working Knowledge of title process preferred; working knowledge of modern office practices and procedures; working knowledge of specialized duties required by the position. Skill in typing at 40 wpm. Ability to perform a variety of clerical and typing work requiring some exercise of independent judgment; ability to make mathematical computations rapidly and accurately; ability to follow written and verbal instructions; ability to establish and maintain effective working relationships with employees, other departments, and the general public

SPECIAL QUALIFICATIONS Must be bondable and/or deputizable if required by the position.

TOOLS AND EQUIPMENT USED Phone switchboard; personal computer including word processing software; copy machine; postage machine; fax machine; calculator.

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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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 quiet.

POSITION CLOSSES SEPTEMBER 25, 2015

APPLICATION MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING

REQUIRED