

County of Butler

Job Description

JOB TITLE: ACCOUNTS CLERK II

Exempt (Y/N): N	JOB CODE: Full-time
SALARY LEVEL: Moderate	SHIFT: 8:30 a.m.- 4:30 p.m.
DIVISION: Admin/Clerical	LOCATION: Govt. Center
DEPARTMENT: Recorder of Deeds	
SUPERVISOR: Recorder of Deeds/First Deputy Recorder of Deeds	
PREPARED BY: Recorder of Deeds	DATE: June 1, 2018
APPROVED BY:	DATE:

SUMMARY:

This is specialized, complex clerical work performed in an open office setting with minimal supervision. Work is performed in accordance with established regulations, policies and procedures. This position requires strong math, computer, reading comprehension, efficiency, organizational and customer service skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Knowledge of the following:

- ✓ Document types and applicable recording fees and taxes
- ✓ Recordability rules, including Notary regulations, compliance with laws, and Realty Transfer Tax
- ✓ Municipalities and School Districts within the County, along with recognizing Tax Parcel ID Numbers as they may appear on documents
- ✓ Applications software used in the Recorder's Office

Daily Work: (some or all of the following will apply)

- ✓ Reviewing documents for recordability
- ✓ Recording (putting on the public record) those documents passing Review
- ✓ Collecting fees and taxes and Receipting each transaction
- ✓ Rejecting those documents which do not meet the recording standards
- ✓ Preparing certifications of records
- ✓ Performing complex Data Entry with discretion and accuracy, at an adequate pace
- ✓ Assisting the public in research, in use of equipment on-site, and in navigating the office's website
- ✓ Communicating with management and co-workers and freely furnishing relative information
- ✓ Verifying documents prior to and after scanning

Daily Work: (cont'd.)

- ✓ Scanning
- ✓ Affixing mailing labels to envelopes and stuffing envelopes for mailing back documents
- ✓ Assisting with special projects and performing other duties as assigned
- ✓ Performing basic maintenance tasks on office equipment
- ✓ Reporting drawer receipts
- ✓ Assisting the public in a respectful manner, whether on the phone or in person

SUPERVISORY RESPONSIBILITIES:

This position may supervise other employees when there is an absence of management.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty with accuracy and efficiency. The requirements listed below are representative of the knowledge, skill, attributes and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School diploma is required. An Associate's degree (A. A.) or equivalent from two-year college or technical school; or one year related experience working in an office, performing clerical work, handling money and/or accounting duties and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, comprehend and interpret documents that are presented for recording and/or operating and maintenance instructions and procedure manuals. Ability to understand and relate effectively to public clientele. Ability to speak effectively before groups of employees or members of the public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals and percentages. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to create mathematical equations for communication and for explanation.

REASONING ABILITY:

Ability to apply commonsense understanding and interpret a variety of instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists.

OTHER SKILLS AND ABILITIES:

A working knowledge of land records, real estate closing experience and/or a legal background is preferred, but not required.

Considerable knowledge of accounting principles and practices.

Ability to make arithmetic computations accurately and rapidly.

Ability to keep up with the flow of work, while maintaining a conscientiousness and attention to detail with respect to the work.

Computer-literacy and the ability to learn application software and operate various office machines such as a copier, calculator and scanner.

Must be able to focus attention and work independently

Ability to adapt to change and having a cooperative spirit is essential.

CERTIFICATES, LICENSES, REGISTRATIONS:

None are required.

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 regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk and sit and occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to 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 moderate.