

**MONONA COUNTY  
JOB DESCRIPTION**

**Position: Recorder/Microfilm Clerk**

**Reports to: County Recorder**

**Department: Recorder**

**Revision Date: February, 2018**

**GENERAL PURPOSE:**

Under general supervision of the County Recorder, performs routine clerical duties in the Recorder and Microfilm offices. Maintains county records and frees space for new files by scanning and indexing records from all county departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs various office duties including assisting customers, answering telephones, scanning and indexing documents. Process applications and maintain registration records of recreational vehicles. Collect sales tax for recreational vehicles as needed. Process gaming licenses. Recording real estate transactions, collecting fees and transfer taxes. Recording and processing vital statistics required by the Recorder's office. Will be a back-up person for banking and various reports of the Recorder's office. Any duties and responsibilities of the Iowa Recorders office as they pertain to Iowa Code and other duties as required or assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Individuals must possess the knowledge of proper filing procedures and be able prepare, scan and index documents for historical purposes.

Knowledge of or the ability to research the Code of Iowa pertaining to the Recorder's duties.

Ability to operate computers and software used to record documents with the State of Iowa.

Ability to use a calculator and be able to calculate taxes and appropriate fees. Knowledge of basic bookkeeping practices.

Ability to move or lift heavy books weighting up to 50 pounds from shelves to work areas.

**DESIRED MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High school graduate or GED equivalent. Specialized courses for general office practices such as computer keyboarding, filing, accounting or bookkeeping and ability to understand legal real estate transactions.

**WORK ENVIRONMENT:**

Work is inside in an office environment. Majority of work will be in sitting or standing position. Frequently has contact with the public. Work includes frequent interruptions and may have infrequent exposure to loud noises. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

**COMPLIANCE:**

Compliance with the employee handbook, county policies, and departmental work rules is required.

Monona County is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approval: Kerley H Seward  
County Recorder

Approval: Mark [Signature]

Effective Date: 2/19/19