

Bay County Clerk's Office

Job Description

<u>Job Title</u>	<u>Department</u>	<u>Classification</u>
Recording Clerk	Recording	Non-Exempt

Nature of Job:

Examination of legal documents and recording of those documents in the Official Records. Process paperwork for title companies and attorneys' offices. Provide customer service utilizing the Clerk's office service standards consistently.

Essential Functions and Responsibilities:

- Perform clerical duties related to the recordation of documents including, but not limited to scanning, indexing and verifying.
- Answer inquiries from customers regarding documents which are to be recorded and be able to assist customers on how to search the Official Records.
- Issuing marriage licenses and answering inquiries on how to obtain a marriage license in Florida.
- Balance cash, checks and credit cards to a "Daily Receipt Report".
- Processing passport applications.
- Other duties as assigned.

Minimum Qualification Requirements:

- Knowledge of recordable documents, knowledge of Department of Revenue's Documentary Stamp Tax and Intangible Tax preferred.
- Knowledge of the Florida Statutes pertaining to real estate and related recordings preferred.
- Must be able to speak, read, write, and comprehend English language.
- Must possess and maintain a valid Florida driver license with a driving record acceptable to the Clerk's Driving Policy and insurance program.
- Graduation from an accredited high school or GED.
- A comparable amount of training and/or experience may be substituted for the minimum qualifications except for the Florida Driver's License requirement.

Licenses and/or Certifications:

Must possess and maintain a valid Florida driver license with a driving record acceptable to the Clerk's Driving Policy and insurance program.

Knowledge Skills and Abilities:

- Knowledge of MS Word, Attention to Detail, PC Proficiency, General Math Skills.
- Ability to maintain good interpersonal and communication skills to deal with public.
- Ability to establish and maintain effective working relationships with a variety of people.
- Ability to communicate effectively, both orally and in writing.

Working Conditions:

Work is primarily performed indoors but requires some exposure to environmental changes (e.g., outdoor weather and/or field conditions) or irate customers, extreme noise, odors, heights and/or dust. May be required to travel as needed to remote locations.

Risk/Safety Conditions:

See above Working Conditions

Essential Physical Activities:

Stooping, crouching, walking, pulling, lifting, grasping, hearing, seeing up close, seeing far away, kneeling, reaching, pushing, talking, standing, climbing, finger movement, repetitive motions, depth perception. This position may require lifting up to 25 lbs.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with Bay County.

(Print Name)

(Employee number)

(Signature)

(Date)

Disclaimer:

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The employer may add to or revise this job description at any time.

THE BAY COUNTY CLERK'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE.