



VALLEY COUNTY JOB DESCRIPTION

Plat Clerk

Department: Assessor

Reports to: County Assessor

Pay Grade: 5

Date Established: 1/2017

Date Revised: 1/2018

FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The position provides front-line customer service to those with questions regarding ownership and area of privately owned parcels in the County. The Plat Clerk is cross-trained to perform the duties of the Department of Motor Vehicles Clerk. Work is performed with a wide latitude for independent judgment and initiative within office policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides customer service by greeting the public in person, by telephone, and email;
- Determines ownership, area, and accuracy of legal descriptions of privately owned parcels in the County;
- Locates owners of real property on section subdivision plat maps based on recorded document of conveyance;
- Contacts the owners and other interested parties on problem conveyances and assists in resolving the problem;
- Analyzes title information and confirms property boundaries;
- Interprets and responds to public inquiries regarding assessment information from property records;
- Researches historical data to determine chain of title;
- Maintains extensive records, documents, reports and property histories;
- Stays current on County and State ordinances and statutes on real property assessment and taxation;
- Performs general office support duties;
- Performs the duties of DMV Clerk;
- Keeps immediate supervisor fully and accurately informed concerning work progress;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Interacts with County employees, customers, visitors and the general public effectively and professionally.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent;
- One year of clerical experience;
- Must be bondable;
- Understanding of County and State ordinances and statutes governing property and title transactions;
- Knowledge of property boundary terminology;
- Familiar with current State and Federal codes governing motor vehicle, recreational vehicle, and trailer

- title, valuation, ownership, registration, and exemptions;
- Strong customer service skills;
 - Ability to stay calm and tactful in stressful situations;
 - Skilled in current office practices and procedures;
 - Basic cash handling and accounting skills;
 - Strong English grammar, spelling, punctuation, and composition skills;
 - Ability to operate standard office equipment and specialized computer programs;
 - Ability to read and interpret property descriptions, legal documents, maps, plats, and documents related to real property areas, description, and ownership;
 - Ability to interpret and clearly explain Motor Vehicle Department functions, policies, and procedures;
 - Ability to physically inspect vehicles;
 - Strong recordkeeping and research skills;
 - Ability to operate a cash register and provide accurate change to customers;
 - Able to perform duties with accuracy and attention to detail;
 - Strong verbal and written communication skills;
 - Ability to listen for understanding;
 - Ability to work independently and exercise initiative, with general guidance and supervision;
 - Ability to perform time management and scheduling functions, meet deadlines, and set project priorities;
 - Ability to perform multiple tasks simultaneously;
 - Ability to maintain a professional demeanor at all times;
 - Ability to demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
 - Ability to perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public;

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone. While performing the duties of this position, the employee works in an office setting where the noise level in the work environment is usually moderate.