



## MINIDOKA COUNTY

P. O. Box 368  
RUPERT, ID 83350  
PHONE (208) 436-7111  
FAX (208) 436-9061

### Job Description

**Job Title:** Deputy Clerk/Recorder

**Effective Date:** October 2022

**Department:** Recorder's Office

**Starting Pay: \$15.00 per hour; Full -Time with benefits or Part-Time working into a Full-Time position**

**FLSA Status:** Non-Exempt/Covered

**EEO Category:** Administrative Support

**Full Time position:** An individual is needed to work full time, 37.5 hours per week; mainly Monday – Friday, 8:30 AM - 5:00 PM, give or take 30 minutes each way, with an hour lunch break, in the Recorder's office.

Pay is scheduled to start out at \$15.00 per hour.

Application acceptance closes on August 31, 2022.

### Minidoka County Full Time Employee Benefits include (premiums paid by County):

- Medical, dental, and vision insurance for the employee paid by County
- Medical, dental, and vision insurance for the employee's family – 43% paid by County
  - Medical – Blue Cross of Idaho/Gem Plan
    - Individual deductible \$400.00
    - Family deductible \$800.00
    - General Office Visit copay \$20.00
  - Dental -Blue Cross of Idaho
  - Vision – Blue Cross of Idaho/VSP
- Public Employee Retirement System of Idaho retirement base plan, employee pays a mandatory 7.16% of gross pay, <https://persi.idaho.gov/>
- Portable life insurance in the amount of \$15,000
- Term life insurance in the amount of \$10,000

### Minidoka County offers access to the following with volunteer payroll deduction (Premiums not paid by County):

- AFLAC – choice of types of coverages for: accidents, death, cancer, disability, and more
- Washington National – choice of types of coverages for: accidents, death, cancer, disability, and more
- Nationwide Retirement Solutions
- PERSI 401(k) retirement volunteer option

- Portable dependent life insurance and additional employee life insurance
- Mini-Cassia Employee Credit Union
- 10% discount on gym membership through the City of Rupert

### **Minidoka County Clerk/Auditor/Recorder Office Mission Statement**

Recognizing the statutory environment in which all offices operate, ensure all departments achieve high level of confidence from the citizens of Minidoka County by servicing the community with the highest level of knowledge, accuracy and efficiency in an atmosphere that fosters innovation and openness and inspires trust in Minidoka County government.

### **Primary Job Responsibilities**

Provide backup for all positions within the Recorders Department including but not limited to elections, college residency forms, and liquor licenses; maintain a working environment that encourages employees to achieve goals and reach highest potential; enjoy working with the public and is skilled at interruptions of an office environment; respond to and serve the public with courteous good will both in person and over the phone; research and answer questions from the public at the counter and over the phone; assist the public by processing their passport applications, marriage licenses and recording; prepare documents to be entered into the computer by recording the date, time, and money paid; record documents submitted electronically; electronically download recorded images of daily documents to title companies and other agencies; reconcile and track billing of such downloads; enter and scan daily documents into computer and generate daily reports; ensure data entered into the computer is accurate by proofing recorded documents with daily report; reconcile fees with daily receipts and reports; enter and scan plat and survey data into computer; tab the plats and surveys with the recording information; sort and place Corner Perpetuation documents into the correct files (books); assist Senior Deputy with tasks as needed as well as other duties assigned by the Clerk/Auditor/Recorder; cross train in the Election Dept. to perform election duties as needed; and any additional duties of the Recorder's office as needed.

### **Minimum Qualifications:**

#### *Deputy Clerk Education and Experience:*

- A high school diploma or equivalent;
- One year of experience providing administrative support or working in an office;
- The position requires high degree of accuracy and attention to detail;

#### *Knowledge, Skills, and Abilities:*

- Knowledge of general office policies and procedures;
- Knowledge of English grammar and punctuation;
- Knowledge of customer service skills;
- Skill in using a computer to enter and retrieve information as well as create routine correspondence or documentation;
- Ability to understand and follow verbal and written directions;
- Ability to learn and understand policies and procedures;
- Ability to use sound judgement in applying existing policies and procedures to complete tasks;
- Ability to review complex documents for accuracy and completion;
- Ability to maintain professionalism when working with the general public some of whom may be upset or experiencing distress;
- Ability to communicate effectively with customers and co-workers in person and via the telephone;
- Ability to establish and maintain effective working relationships co-workers and customers;
- Ability to maintain confidentiality;
- Ability to balance a till and county money;
- Ability to accurately add and subtract.

**Essential Physical Abilities**

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 stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms and talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must occasionally lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; and some travel.

**Equal Opportunity Employer**

Minidoka County is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.

Employment application can be found at:

<https://www.minidoka.id.us/DocumentCenter/View/225>

**Please complete, attach a resume, and hand deliver to a deputy clerk at:**  
Minidoka County Recorder's Office, 715 G Street, Rupert, Idaho