



## MINIDOKA COUNTY

P. O. Box 368

RUPERT, ID 83350

PHONE (208) 436-7180 X111

FAX (208) 436-9061

### **Job Description**

**Job Title:** Deputy Clerk/Recorder

**Effective Date:** November 2024

**Department:** Recorder's Office

**Starting Pay: \$16.00 per hour; Full -Time with benefits**

**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 \$16.00 per hour.

Application acceptance is open until position is filled.

### **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

### **Minidoka County Full Time Employee Benefits include:**

- Vacation Leave: minimum of 10 days of paid leave available after the first 12 months of employment
- Sick Leave: paid leave for illness up to accrued hours
- Bereavement Leave: up to three days paid leave
- Holiday Leave/Pay: Eleven recognized paid holidays
- Medical, dental, and vision insurance, paid by employer for the employee
  - Medical – Blue Cross of Idaho/Gem Plan
    - In-Network 90/10 plan on most services after deductible
    - Out-of-Network 70/30 plan on some services after deductible
    - Individual deductible \$400, Family deductible \$800
    - In-Network Individual out of pocket \$1,660 + deductible
    - In-Network Family out of pocket \$3,320 + deductible
    - Out-of-Network Individual out of pocket \$3,320 + deductible
    - Out-of-Network Family out of pocket \$6,640 + deductible
    - In-Network General Office Visit copay \$20
  - Prescription – minimum \$5 copay up to an \$80 copay
  - Dental -Blue Cross of Idaho
    - \$0 deductible; \$1,000 maximum annual benefit
    - Preventative services payable at 100%; Basic services payable at 100%; Major services payable at 50%
  - Vision – Blue Cross of Idaho/VSP
- Medical, dental, and vision insurance for the employee's family
  - Employer pays 40% of family premium, employee pays 60% of family premium
- Public Employee Retirement System of Idaho retirement base plan <https://persi.idaho.gov/>, rates subject to change July 1<sup>st</sup> of each year
  - Employer pays mandatory 11.96% of employee gross pay for general members, employee pays mandatory 7.18% of gross pay
  - Employer pays mandatory 14.65% of employee gross pay for police members, employee pays mandatory 10.83% of gross pay
- Employee Assistance Program (EAP) via One America
- Life Insurance paid by employer for the employee
  - Portable life insurance in the amount of \$15,000 via One America
  - Term life insurance in the amount of \$10,000 via Gem Plan
  - Accidental Death and Dismemberment Insurance in the amount of \$10,000 via Gem Plan
  - Accidental Death and Dismemberment Insurance in the amount of \$15,000 via One America
  - Accelerated Death Benefit in the amount of \$5,000 via Gem Plan
  - Accelerated Death Benefit via One America

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

- AFLAC
- Washington National
- 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