

# Douglas J. Johnson

DeKalb County Clerk/Recorder



110 E. Sycamore Street

Sycamore, IL 60178

815-895-7142

Fax 815-895-7148

DJohnson@DeKalbCounty.org

JOB DESCRIPTION

7-11-17

## **PART-TIME**

DEKALB COUNTY CLERK/RECORDER/DEPUTY RECORDER

### **POSITION SUMMARY**

This position, under general supervision, requires the ability to work well with attorneys and the general public, review documents for recording, enter data from several sources for internal and external distribution, directs incoming phone calls, operate basic office machines, scan documents, record with automated recording system, supply customer service, perform general office duties and performs other duties as required.

### **DISTINGUISHING FEATURES OF THE POSITION**

An employee in this position should have the ability to read and understand complex legal descriptions, having knowledge of real estate documents and interpretation of legal descriptions a plus, customer service and other general office duties, in addition to being assigned special projects. Work is performed under the direction of the Chief Deputy Recorder and the County Clerk/Recorder.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed in this position.

- Answer telephone inquiries concerning records.
- Assist the general public.
- Receives and resolves complaints in accordance with department policies, practices and procedures.
- Compiles data for various mailings and reports.
- Make records available for the public to inspect, interpret legal descriptions, explain parcel index numbering system used.
- Performs various clerical duties, e.g. (utilizing standard office equipment, to include: taking incoming calls, emails, taking and transmitting messages, maintaining calendars, making photocopies, performing data entry, faxing documents, typing, word processing and scanning)
- Performs related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Department operations, policies and procedures
- Business English, spelling, grammar and punctuation
- Applicable federal, state, and local laws, rules, regulations, codes and/or statutes

Skill in:

- Various office equipment; copier, facsimile and scanning devices
- Microsoft Office software; Outlook, Word and Excel
- Verbal and/or written communications
- Dealing effectively with others
- Applying an acquired knowledge of procedures, rules, regulations and services of office to which assigned

Ability to:

- Establish and maintain effective working relationships with department and division staff, other departments and others.
- Communicate and use interpersonal skills to interact with coworkers, supervisors, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Recognize problems, identify alternative solutions and make appropriate recommendations
- Manage projects and multiple priorities simultaneously
- Interpret and apply policies, procedures and guidelines
- Resolve conflict
- Maintain filing systems
- Write and edit documents
- Maintain confidentiality
- Manage calendars

## **EDUCATION and/or EXPERIENCE**

Two years of office experience providing a high volume of clerical support, organization and public contact or an equivalent combination of training and experience.

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

**THIS POSITION IS PART-TIME.**

**STARTING SALARY OF \$11.54/HOUR, 19 hours per week.**

**ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for the Deputy Clerk/Recorder position and I certify that I can perform these functions.

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Employee Signature

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Employee Name (Printed)

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Date

\*Management has the right to add or change these duties of the position at any time.

**Please send a completed DeKalb County employment application, (available at [www.dekalbcounty.org](http://www.dekalbcounty.org) ) resume and the above signed form to:**

Douglas J. Johnson, DeKalb County Clerk 110 E. Sycamore St. Sycamore, IL. 60178 [djohnson@dekalbcounty.org](mailto:djohnson@dekalbcounty.org)  
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