

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

#12

Date: 1/10/2019 Weekly Agenda Date: 1/15/2019

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Michael R. Clayton

WORDING FOR AGENDA ITEM:

Increase job classification from Clerk II to Clerk III for Anthon Little Courthouse.

ACTION REQUIRED:

- Approve Ordinance
- Approve Resolution
- Approve Motion
- Public Hearing
- Other: Informational
- Attachments

EXECUTIVE SUMMARY:

Michael Clayton, Woodbury County Treasurer is requesting increasing the job classification from Clerk II to Clerk III for the Anthon Little Courthouse

BACKGROUND:

The Anthon Little Courthouse is a one person office that is responsible for property tax, motor vehicle and DNR. The clerk must have knowledge of all three departments as far as rules, regulations and all processes involved. The person is responsible for opening and closing the office, balancing all three cash drawers, making daily deposits, ordering supplies and all duties of the office.

FINANCIAL IMPACT:

Financial impact to the county would be approximately \$12,000 annually. I have money in this year's budget to cover the rest of the year. Future years would be funded by tax levy.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

- Yes
- No

RECOMMENDATION:

This has been run through HR and the union. This job will have to be opened for applications. Recommend approval.

ACTION REQUIRED / PROPOSED MOTION:

Discussion and approval.

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____
Title: County Treasurer **Clerk III Anthon**
Effective Date: April 2018

Department:
FLSA Designation:
Reports to:

County Treasurer
Non-Exempt/ Grade 3
County Treasurer and/or
Appointed Deputy

Purpose:

This position is a single office employee and will be fulltime in the Anthon office.
Clerk is responsible for opening and closing office daily, will perform Treasurer duties under own supervision, will be responsible for Motor Vehicle, Tax and DNR daily transactions, balancing all cash drawers and depositing all funds at bank daily.
Serves the public by phone and in person, performing a variety of duties and related paperwork in the accurate and timely preparation and other duties under direct authority of County Treasurer and/or Appointed Deputy.

Essential Functions and Responsibilities:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive.

Other duties may be required and assigned.

- Responsible for opening and closing the office. Responsible for ordering all supplies and equipment and maintaining said equipment.
- Answers phone inquiries within scope of responsibility and refers inquiries to proper resource when necessary by means of the spoken work in clearly spoken English
- Responsible for tactfully and courteously handling taxpayer inquiries related to real estate, mobile homes, and other taxes collected by the County Treasurer. Refers inquiries to proper resources when necessary as the first phone person
- Various clerical duties as assigned including those associated with assisting with tax sales, including the maintenance of both physical and electronic files
- Assisting customers making payment, answering questions, including current or delinquent real estate, mobile home, specials, drainage, utilities, and grain taxes as well as tax sale redemptions
- Responsible the issuing titles and registration renewals for Motor Vehicles and all duties related to the scope of responsibility as required by legislative policies, procedures and maintain knowledge of the State Codes relative to designated responsibilities of the motor vehicle department
- Responsible for issuing junking certificates, replacement titles, salvage titles, adding and releasing liens and registration renewals
- Responsible for issuing all DNR titles, permits and licenses, balancing DNR deposit and all other clerical duties required by Dept of Natural Resources
- Prepares all types of licenses, titles, and legal documents for the recording processes
- Prepares and maintains appropriate files and records
- Responsible for accurate, timely, and efficient posting and balancing of licenses, titles and legal documents
- Responsible for balancing three departments deposits and taking to bank daily
- Responsible for cleaning and maintenance of building
- Assures that all assignments are completed in a thorough and accurate manner
- Attendance is required

Non-Essential Functions and Responsibilities:

- Performance of general receptionist duties including answering phone, giving information and instructing the caller of correct procedure
- Assists with the accurate and effective accomplishment of a variety of tasks/assignments/ reports/ special projects and other duties as assigned by the County Treasurer and/or Appointed Deputy

Minimum Education and Experience Required to Performing Essential Functions:

- Must possess High school diploma or General Equivalency Degree (GED).
- Specific knowledge of a body of rules or operations for a particular functional area or areas such as might be acquired in one (1) to three (3) years of prior related experience.
- Must have experience working with Excel, Microsoft and Outlook
- Ability to learn County software
- Ability to type rapidly and accurately with at least 40 words per minute (net score), accurate proofreading
- Personal maturity to safeguard confidential information
- Ability to tactfully and courteously communicate with others by means of the spoken work in clearly spoken English
- Candidate for hire must successfully pass a background check, a physical examination, and drug screening test prior to employment

Mental and Physical Competencies Required to Performing Essential Functions:

Language Ability

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems. Knowledge of County principles and procedures.

Behavior Skills

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as Bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices. Attendance is required.

Reasoning Ability

Ability to apply common sense understanding to carry out simple one or two stage instructions. Ability to deal with standardized situations with only occasional or no variables. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Cognitive Demands

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to set priorities regarding assignments and follow through to completion; ability to establish and maintain effective working relationships with associates and the general public by means of clearly spoken English.

Equipment Used

Computer, keyboard, printers, calculator (10 key), copier, possess knowledge of general office equipment and procedures, including ability to type rapidly and accurately with at least 40 words per minute (net score), accurate proofreading.

Physical Demands

Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 25 pounds or less and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical, and forms perceptions, clarity of vision to view computer screens and for preparing and analyzing written data and to determining the accuracy and thoroughness of work and observing general surrounds and activities, legal documents, and property descriptions cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word. In clearly spoken English. Attendance required

Environmental Adaptability

Work is performed in a typical office environment and has no unusual exposure to environmental issues

Special Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment. The use of clearly spoken English for the skills and purposes of this job. Attendance is required

Keyboarding skill test from Iowa Workforce Development with a 40 words per minute (net score) within the last 12 months

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed duties as directed by the Employer and or Department Head. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I understand that my attendance is required. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.