

MONTCALM COUNTY

OFFICE ASSISTANT - COUNTY CLERK VITAL RECORDS/ELECTIONS OFFICE

Part-Time, 24 hours per week

\$13.20 to \$15.95 per hour

General Summary

Under the supervision of the County Clerk, serves as a fully trained worker, performing a variety of clerical tasks and record and account-keeping activities requiring typing skill and independent judgment.

Essential Functions

1. Provides counter assistance in issuing vital statistic records such as birth, marriage and death certificates.
2. Types a variety of materials such as letters, memos, reports, firearm registrations, permits and other materials. Prepares, sorts, processes and files a variety of forms, applications, documents and records in accordance with departmental procedures.
3. Receives telephone calls and assists walk-in visitors. Receives requests for information, collects information from applicants, explains departmental procedures according to well-defined guidelines, or refers them to appropriate personnel.
4. Assists citizens over the telephone or in person, answering questions and providing information.
5. Prepares, sorts, processes and files a variety of forms, applications, documents and records in accordance with departmental procedures.
6. Enters information on vital records to the computer and retrieves information to respond to inquiries.
7. Receives election filings and answers questions regarding elections.
8. Prepares certified copies of vital records.
9. Purges documents and reorganizes files as directed.

OFFICE ASSISTANT - COUNTY CLERK

MONTCALM COUNTY

10. Checks documents, records and computer output for errors and makes corrections.
11. Prepares lists, tallies, data summaries for periodic activity reports.
12. Searches for and checks records in response to requests for information, either manually or by operating a computer terminal.
13. Notarizes documents.
14. Operates various pieces of office equipment, such as copiers, calculators, and computer.
15. Opens, sorts and distributes mail. Prepares material for mailing to appropriate individuals or organizations.
16. Performs a variety of other duties and activities related to special projects or program peculiar to the area of assignment, as assigned.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Possession of a high school diploma or the equivalent with some courses taken in typing and account-keeping.

Experience: A minimum of two (2) years of experience in an office setting.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

OFFICE ASSISTANT - COUNTY CLERK

Page 2

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Climbing ladders to access files and records.

Lifting books weighing up to 25 pounds from shelves to work areas.

Bending and stooping to access departmental files and records.

Ability to enter and retrieve information from a computer.

Standing for long periods of time on ladder filing documents.

Sitting for long periods of time writing in docket book.

Working Conditions:

Works in office conditions.