



CLERICAL COORDINATOR – OFFICE OF COUNTY CLERK & REGISTER OF DEEDS

POSITION CLASS:

AFSCME Local 496.00

HIRING AUTHORITY:

County Clerk/Register of Deeds

JOB SUMMARY:

Performs complex Clerical and Technical duties. Coordinate the clerical activities of the Office of the County Clerk & Register of Deeds. Works under direct supervision of the Chief Deputy Clerk/Register.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

- Coordinates clerical activities with consultation of the Chief Deputy Clerk/Register to ensure efficient work flow and accuracy.
- Creates new customer accounts for internal and external customers using proprietary software systems, and serves as technical support liaison with various software vendors.
- Trains all employees on the procedures and policies of the office, including customer service and counter operations.
- Trains all employees on how to utilize office software.
- Balance and reconcile discrepancies in daily receipts; monthly invoicing of outside users.
- Receives, records, and processes vital records, and property records, with emphasis on Sheriff Deed Packages, and Concealed Pistol Licenses applications.
- Maintain a working relationship with state agencies, vendors, and other affiliates.
- Maintains office file system;
- Provides support and back up for counter, phone and customer support services
- Provides information to the public within department guidelines.

The above statement of Essential Job Duties and Functions is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge of software used by the Clerk/Register office.
- Ability to use and troubleshoot issues for all software and hardware used by the Clerk/Register office.
- Thorough knowledge of the County Clerk & Register of Deeds Office, its procedures, policies and information.
- Working knowledge of Federal and State laws pertaining to the operation of the County Clerk & Register of Deeds Office
- Ability to understand and follow oral and written directions.
- Ability to deal with the public including attorneys, and state agencies tactfully and courteously.
- Ability to maintain good interpersonal relationships.
- Ability to attend work regularly and work under stressful conditions.
- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.

MINIMUM QUALIFICATIONS:

One (1) year experience with the current County Clerk & Register of Deeds record management software **-AND-** Two (2) years of clerical Experience **-AND-** Ability to type 30 net words per minute.

PHYSICAL REQUIREMENTS:

- Must be able to perform Essential Job Duties and Functions with or without reasonable accommodations.

Anita Galajda

Human Resources Director

Established: April 1, 2020
March 2, 2026

