

## GEARY COUNTY POSITION DESCRIPTION

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**Position:** Administrative Assistant

**Pay Rate:** \$16.18/hr.

**Reports To:** Register of Deeds

**Incumbent:**

**Department:** Register of Deeds

**FLSA:** Non-Exempt; Grade: 12

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### **POSITION PURPOSE:**

Among other duties, the Administrative Assistant assists the public with recording information, providing copies, and researching other information upon request. The position provides responsive, courteous, and efficient service to the public.

### **DUTIES AND RESPONSIBILITIES**

The duties described below are indicative of what the incumbent may be asked to perform. This position description is not designed to list all tasks and responsibilities of this position. Geary County reserves the right to revise or change job duties, with or without notice, as the need may arise. This position description does not constitute a written or implied contract of employment.

### **ESSENTIAL FUNCTIONS:**

1. Maintains and provides Death Certificate and Transfer Upon Death (TOD) deeds monthly report for the offices of the County Clerk and County Appraiser.
2. Records Military Discharge Records (DD214s) and certified copies.
3. Performs conversion maintenance on mark-ups and corrects errors.
4. Participates in the recording of official documents; includes review, verification, accurate calculation and collection of fees, entering document information, scanning, and delivering relevant information and data to appropriate departments before returning document to filer.
5. Provides professional service to customers in the office and/or by phone and/or e-mail, including prompt greetings.
6. Assist customers with locating information and answering questions.
7. Reliable and dependable attendance is essential.

### **MARGINAL FUNCTIONS:**

1. Scans plats, surveys, and Sales Validation Questionnaires (SVQs).
2. Maintains subdivision plat index for designated books.
3. Posts Document information in tract indexes.
4. Files and indexes Uniform Commercial Code (UCC) – Fixture Filings.
5. Maintains older records by entering information.

6. Enter documents in Direct and Indirect Books.
7. In the absence of the Register of Deeds and/or his/her Deputy – or as assigned:
  - a. Scans SVQs and transports Deeds and related SVQs to the Appraiser's Office.
  - b. Sets the return date of documents.
  - c. Balances the daily cash drawer.
  - d. Assists with design of website/packet information as assigned.
8. Maintains survey index and survey plat books.
9. Helps sort incoming and outgoing mail and correspondence.
10. Perform additional duties as requested by the Register of Deeds.

### **QUALIFICATION REQUIREMENTS**

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

### **EDUCATION AND/OR EXPERIENCE**

High School Diploma, GED, or equivalent. Three (3) years' administrative, clerical, and computer experience required.

### **SKILLS AND ABILITIES**

- Ability to maintain a professional demeanor when dealing with members of the public, elected officials and department heads, and other Geary County employees.
- Analyze data for accuracy, and to note and correct inaccuracies before finalizing (attention-to-detail).
- Works with others to ensure stream-lined running of the department, while also working on solo tasks without constant, direct supervision, in a timely manner.
- Understands basic knowledge of legal processes, and reads and interprets legal descriptions, and maps.
- Ability to read, comprehend, retain, and apply County, State, and Federal policies, statutes, mandates, legislations, and others (such as but not limited to; local resolutions and ordinances, procedure manuals, warning labels).
- Professionally and efficiently communicates information in both written and verbal form.
- Processes basic mathematical calculations.
- Must use good judgement to solve problems effectively and efficiently while maintaining self-control in diverse situations.
- Ability to multi-task in an often fast-paced office environment.

### **EQUIPMENT KNOWLEDGE REQUIRED**

- Able to operate various types of equipment – standard office equipment, computer, and advanced knowledge of Microsoft Office software.

- Accurate use of Government Record Management (GRM) system.
- Regular/routine use of Plotter/Scanner.
- Must obtain and retain basic knowledge of the current Appraiser website system.
- Ability to learn basic operations of other equipment as may be required for the position.
- Must have and maintain a valid driver's license and otherwise be able to operate a motor vehicle legally and safely in the State of Kansas.

## **PHYSICAL AND WORK ENVIRONMENT**

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting and/or moving (up to 25 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.
- Works primarily in an office setting.
- Due to the volume, scope, size of staff and nature of public service this office provides, full-time regular and dependable attendance is essential.

An Administrative Assistant II will be designated as the "Deputy Register of Deeds". The responsibilities and requirements are the same, with the added duties of assuming the responsibilities of the Register of Deeds in his/her absence. The Deputy Register of Deeds will receive an additional monthly monetary stipend above the regular pay for this designation.

## **APPROVALS:**

_____ Supervisor	_____ Date	_____ Department Head	_____ Date
_____ Human Resources Director		_____ Date	

EMPLOYEE REVIEW: I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I have been given a copy of this description.

_____ Incumbent's Signature	_____ Date
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