

JOB DESCRIPTION

JOB TITLE: DOCUMENTS CLERK
REPORTS TO: COUNTY APPRAISER
DEPARTMENT: APPRAISER
DIVISION: CLERICAL
GRADE: 1

ORIGIN DATE: MARCH 2021
REVISION DATE: MARCH 2021
DEPARTMENT NO: 10-25
CLASSIFICATION: NON-EXEMPT
JOB ZONE: 6.0 to < 7.0

- I. JOB SUMMARY:** This is a non-exempt position. Performs various clerical and office duties. This is a temporary, part-time position.

The roles, responsibilities, job functions, knowledge, skills, and abilities set forth herein may be revised from time-to-time in order to comply with federal and state laws, departmental needs and the changing requirements for this position.

II. ESSENTIAL JOB FUNCTIONS:

- a. Retrieve and re-file documents.
- b. Process documents for destruction.
- c. Answer the telephone and receive visitors. Conduct interviews and direct people to the proper source. Receive and route messages from people as required.
- d. Sort and file correspondence, documents, and reports of a predetermined classification. Retrieve this information from files on request.
- e. Duty to maintain a positive work atmosphere by acting and communicating in a manner so that employee gets along with customers, citizens, coworkers, and management.
- f. Being pleasant, respectful, and civil with others on the job and displaying a good-natured, cooperative attitude.
- g. Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- h. Obligation to be reliable, responsible, dependable, and fulfill duties.
- i. Must show up for work on a regular and predictable basis as scheduled.

III. INTERMITTENT DUTIES:

- a. Assist the public with real estate and personal property information searches.
- b. Gain familiarity with legal and parcel descriptions, Orion data management, and ownership mapping guidelines.
- c. Assist in the field on request.
- d. Perform other duties, as needed upon request of the supervisor or department head.
- e. All functions and procedures in accordance with the Standard Operating Procedures (SOP) of the appraiser's department.
- f. If capable, provide interpretive support for non-English speaking patrons.

IV. QUALIFICATIONS:

- a. A valid Kansas driver's license is required.

- b. **EXPERIENCE:** No experience required, this is an entry level, part-time, temporary position.
- c. **EDUCATION:** High school diploma, G.E.D. or equivalent required.
- d. **KNOWLEDGE:** Must be able to receive, interpret and follow verbal and written instructions. Knowledge of filing systems. Ability to speak English as a primary language is required. Required to read, write, and speak English fluently, with the ability to speak a foreign language helpful.
- e. **SKILLS:** Operate computer including a proficiency in typing, calculator, two-way radio, copy machine, shredder, and other typical office machines. Effective verbal and communication skills.
- f. **PROBLEM SOLVING:** Minimum amount of problem solving required.
- g. **DECISION MAKING:** Basic decisions regarding sufficiency of documents provided by appraiser(s).
- h. **DEDUCTIVE REASONING:** The ability to apply general rules to specific problems to produce answers that make sense.
- i. **SUPERVISORY:** None.
- j. **FINANCIAL/BUDGETARY:** None.
- k. **INTERPERSONAL:** None.
- l. **WORKING CONDITIONS:** No adverse working conditions.
- m. **PHYSICAL REQUIREMENTS:** Lift up to 20 pounds to a height of 48 inches on a regular basis and lift up to 50 pounds overall. Requires sufficient visual acuity to read and write and operate office equipment. Requires sufficient hearing level to be able to deal with the public and communicate with others directly or by telephone.
 - i. **Employees hired after August 2018:** Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the Americans with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position. For the Classification Series of LYON COUNTY/CITY OF EMPORIA: OFFICE PERSONNEL: **The Company representative hereby acknowledges the following as valid physical requirements:**
 - 1. Employee lifts/carries 50 pounds occasionally (less than 33% of the time or 1-100 times per day).
 - 2. Employee lifts/carries 25 pounds frequently (34%-66% of the time or 100-500 times per day).
 - 3. Employee lifts/carries 10 pounds constantly (67%-100% of the time or over 500 times per day).
 - 4. Employee's position requires pushing a maximum force of 5 pounds.
 - 5. Employee's position requires pulling a maximum force of 5 pounds.
 - ii. **SAFE LIFTING CRITERIA:**
 - 1. **Floor to knuckle:** 45 lbs.
 - 2. **12" to knuckle:** 45lbs.
 - 3. **Knuckle to shoulder:** 22.5 lbs.
 - 4. **Shoulder to overhead:** 22.5 lbs.

- 5. **Carry:** 45 lbs.
- 6. **Push:** N/A
- 7. **Pull:** N/A

This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FSLA).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation.

Signature _____

Date _____

Printed Name _____

Lyon County Representative Signature _____