

If unexplainable variances are found, Auditor conducts personal interviews with the taxpayer.

Coordinates activities pertaining to recording of legal documents and computerized data entry of indexing data

Receives/processes various legal documents for recording purposes

Validates each document, assigns identification number, proper book and page number, scan documents for permanent records, checks scanned copies for completeness and legibility.

Performs indexing of records enters data into computer system, verifies, corrects computerized data, balances computer data entries with hard copy records, certification of documents.

Reviews documentation, missing numbers reports, certification reports, verification reports, or other documentation for accuracy and completeness, makes corrections as necessary.

Provides customer service assistance concerning records information, recording of documents, and copying request, works with attorneys, title searchers, real estate agents, other county employees and general public.

Computes and collects applicable state taxes and local fees.

Receives payments for various fees, issues receipt, records payments, and balances cash drawer with receipts.

Reviews daily cash receipts for accuracy, balances cash drawer with deposit printout, prepares cash drawer for daily use, and prepares bank deposit.

Copies and distributes correspondence, memoranda, reports and other related materials.

Prepares and or generates routine correspondence, letters, memoranda, forms, reports, list, releases, billings, and other documents via computer.

Receives various documentation, reviews, processes, responds, forwards, maintains, and or takes other action as appropriate.

Receives, opens, and distributes incoming mail, prepares outgoing mail.

Answers the telephone, provides information, guidance and assistance from members of the staff, the public or other individuals.

Responds to routine request for information or assistance from members of the staff, the public or other individuals

Provides backup coverage and assistance to other positions as assigned or as needed

Uses knowledge of various software programs to operate a computer in an effective and efficient manner, performs basic computer maintenance task, to include performing data backups.

Maintains comprehensive/current knowledge of law/regulations pertaining to recording of legal documents, reads professional literature, maintains professional affiliations, and attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance or backup coverage to other employees or departments as needed

Performs other related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university with major work in business administration or closely related field and four years of administrative or supervisory experience for two or more programs common to a County Clerk's office; OR an equivalent combination of training and experience. May require a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Human Interaction: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants. Must be able to communicate effectively and efficiently in a variety of administrative, financial, legal, or professional languages, including terminology related to county licenses/taxes.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions. Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice

Mathematical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; compute discount, interest, profit/loss, ratio/proportion, etc.

Functional Reasoning: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation

Situational Reasoning: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Must be physically able to operate a variety of machinery and equipment which includes a cash register, computer, printer, typewriter, calculator, copy machine, facsimile machine, microfiche reader, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of those for light work. Requires the ability to talk and or hear.

Sensory Requirements: Requires the ability to inspect items for proper length, width, and shape. Requires the ability to coordinate hands and eyes in using automated equipment. Requires the ability to differentiate colors and shades of color.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 1.5 Maximum Continuous Time: 15 minutes

2. SITTING

Estimated Total Hours: 6.5 Maximum Continuous Time: 45 minutes

3. LIFTING/CARRYING

Objects: More frequent in the first quarter of the year

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs				X	
26-50 lbs				X	
51-75 lbs				X	
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: on occasion

5. CLIMBING

Tasks: retrieving items from top shelf in storage room

Device: Ladder

Height: 9 feet from ground

Frequency: Occasionally

6. BENDING/SQUATTING/KNEELING

Tasks: getting files

Frequency: daily

7. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Down	Daily		<5lbs
21-36"	Down	Daily		<5lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X

Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	95 % of time
Outside	5 % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Is the employee’s primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer’s customers?

2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

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_____ County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

YES	NO	Don't Know
✓✓		
✓✓		
✓✓		

Employee's Signature

Supervisor's Signature

Date

Date