



BINGHAM COUNTY

Is recruiting for the Position of

DEEDS CLERK

December 29, 2021

Salary: Starts at \$15.56/hour Hiring Step DOQ/DOE
Full time, County Benefits Included
Closing Date: Open Until Filled

Purpose Of Class/Primary Function

The principal function of an employee in this class is to update changes in ownership and monitor real property transfers and property descriptions in the County. Duties include administering complex processes related to platting, legal description reading and interpretation and property closure analysis. The work is performed under supervision of the Computer Operator Supervisor. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Answers incoming phone calls and greets walk-in customers, provides specific information about Assessor's office programs;
- Retrieves recorded documents; reviews and processes deeds and other legal documents influencing property ownership or descriptions;
- Determines, posts and segregates properties that have been sold and/or split;
- Changes in property ownership to assessor's records;
- Processes forms as needed to apprise assessor staff and other interested parties of changes on plat books for ownership and legal descriptions;
- Draws maps digitally or by hand showing bearings, distances, ownership and geographical land marks, if pertinent to the boundary of the property
- Maintains property companion sheets showing current property ownership;
- Reviews and ensures accuracy of legal descriptions;
- Utilizes a variety of technical and computerized drafting/mapping tools, such as Deed Plotter;
- Performs calculations and computations to determine and confirm accuracy of property closures as identified on legal documents; conducts research to remedy closure and/or ownership problems;
- Maintains parcel master entry as needed to keep records current;
- Maintains files;
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- Responds to citizens' questions and comments in a courteous and timely manner;
- Maintains strict confidentiality;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs the functions of other Assessor's staff on a back-up basis;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Legal documents and terminology, deeds, property descriptions, metes and bounds descriptions, and other specific and technical terminology;
- Operation of standard office equipment;
- Operation of specialized computer, mapping, and drafting equipment;
- Current office practices and procedures;
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- Mathematical calculations and computations.

Ability to:

- Follow written and oral instructions;
- Perform complex mathematical calculations;
- Prepare and update maps and drawings;
- Maintain detailed and accurate records and data;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with other County employees, supervisors, state and local elected officials, and the public;
- Respond to citizen and customer requests in a courteous manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Operate a computer using standard or customized software applications appropriate to assigned tasks;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;

Acceptable Experience and Training

- High school diploma or GED equivalency is required; and
- Proof-reading skills, with some office experience preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person and on a telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, legal descriptions, and a variety of maps and photos;

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, calculator and other related office machines;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, and perform repetitive motions in fingering and hand/wrist/arm movements.
- Ability to lift and move up to 50 pounds with or without reasonable accommodation.

How to Apply

A job description and the **Application** may be found on our website: www.co.bingham.id.us in the Human Resources section.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. The application is not complete without this page having signatures.

When you have completed the Application and have attached all the required documentation, you may submit it by fax to (208) 782-2681 or email it to: lpope@co.bingham.id.us by the closing date and time.

Items that must be attached to the Application

Valid Idaho Driver's License
Resume

If your application is not complete or doesn't have the required documentation, you will not be considered for this job posting