

BANNOCK COUNTY **CLASS SPECIFICATION**

CADASTRAL CLERK

Department: Assessors
FLSA Designation: Non-Exempt

Pay Grade: 5
Effective Date: 9/05, 08/09

Purpose of Class

Performs a variety of technical duties related to the updating and monitoring of changes in ownership and property descriptions in the County; performs related work as required.

Primary Function

The principal function of an employee in this class is to review and process deeds to update changes in ownership and monitor real property transfers. The work involves performing standard processes related to platting legal description reading. The work is performed under the general supervision of the Chief Deputy Assessor, and a Cadastral Coordinator is available for assistance as needed. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Reviews and processes deeds, escrow contracts, divorce decrees, probates, trustee deeds and other legal documents influencing property ownership or descriptions;
- Prepares and records changes on property records;
- Performs data entry to reflect changes in property ownership or boundaries and posts the same 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;
- Updates assessor maps to reflect property ownership;
- Maintains parcel master entry as needed to keep records current;
- Researches chain of title documentation;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other office functions as needed;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Legal documents and terminology, deeds, property descriptions, and other specific and technical terminology;
- Basic knowledge of filing system and computer programs used in County Clerk's and Treasurer's offices;

- Operation of standard office equipment;
- Current office practices and procedures;
- Bookkeeping and basic accounting methods and techniques;
- Mathematical calculations and computations.

Ability to:

- Read and understand legal documents;
- Operate a variety of standard office equipment;
- 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 and appointed 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;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; and
- One (1) year clerical and customer service experience is required, preferably in an assessor's office; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and read, prepare, and process maps, deeds, and other legal documents;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, computer equipment, and specialized mapping equipment;
- Sufficient personal mobility, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office environment.