

JOB TITLE: Accounting & Recording & Election Clerk

SUPERVISED BY: Pondera County Clerk & Recorder
Pondera County Board of Commissioners

SUPERVISES: None

SALARY: \$_____ per hour during 180 day probationary period; increasing to
\$_____ per hour for 180 days; full per hour pay of \$_____ attained at 1
year anniversary. Pay cycle is **MONTHLY**.

FULL-TIME: This position is full time. This position will accrue **overtime compensation**
under the guidelines of the Federal Fair Labor Standards Act and applicable
Montana Statutes.

ACCOUNTING CLERK

Work Unit Overview: The purpose of the Pondera County Clerk & Recorder's Office is to provide accurate and timely financial support services to public officials, departments, and the public to ensure efficient and effective use of Pondera County resources.

Job Summary: The Accounting Clerk is responsible for performing a variety of clerical accounting duties in accordance with Pondera County policies and legal requirements. Duties include performing accounts payable, coding and processing transactions, and related customer service. This position reports to the Pondera County Clerk & Recorder.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Review and process claims submitted to Pondera County for payment according to established procedures and laws. Ensure appropriate information and back up are included, assist department heads by providing the information they need to review and approve claims. Organize claims for the review by and approval of the Pondera County Clerk & Recorder and Pondera County Commissioners. Ensure that all paid claims are filed appropriately in order that they be easily retrieved for audits.
- Balance daily receipts with cash received and deposit cash with the Pondera County Treasurer. Ensure all cash, checks and vouchers are recorded for monies collected in the Clerk & Recorder's Office.
- Record receipts and balances to the County's accounting system according to established procedures and applicable laws. Examine all financial transactions to make entries to the appropriate Departmental account.
- Classify, record, and summarize numerical and financial data to compile and keep financial records. Code accounting transactions according to County procedures

Accounting & Recording & Election Clerk

- Maintain bookkeeping records in accordance with Generally Accepted Accounting Principles (GAAP) and the law and reconcile the daily cash balances.
- Assist in the preparation of comprehensive annual reports by gathering documentation for auditors.
- Run claim reports on computer and provide said reports with claims to the County Commissioners. Creates automated and manual warrants.
- Perform administrative work such as answering phones, distributing Departmental mail and providing timely and courteous internal and external customer service by greeting and assisting the public and other staff in a professional manner.

RECORDING DUTIES

Work Unit Overview: Pondera County Clerk & Recorder's Office preserves the records of Pondera County. The Records Department is responsible for the recording, scanning and indexing deeds, mortgages, surveys, resolutions, military discharges, and various other documents. The Department also files birth and death records, federal tax liens, notices of action, attachments, judgments, executions, and other miscellaneous documents. In addition, the Department issues certified copies of birth and death certificates.

Job Summary: In addition to those duties as Accounting Clerk for the Pondera County Clerk & Recorder's Office, this position will be responsible for assisting in performing specialized clerical duties pertaining to the administrative support of the Pondera County Clerk & Recorder's Office which serves the public and preserves the records of the County. Duties include maintaining all assigned records at a maximum level of efficiency for the benefit of public accessibility.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs. **These functions/duties are shared with the Payroll & Recording & Election Clerk and, are an essential part of this position.***

- Place into record, scan, and index Federal Tax liens, Notices of Action, Attachments, Judgments, Executions, and other miscellaneous documents to preserve the records of Pondera County Citizens according to Departmental policies and applicable laws. Search records upon request.
- Provide timely, courteous internal and external customer service by greeting and assisting the public and other staff in a professional manner. Provide directions, instructions, and explanations regarding a variety of general issues related to the functions of the Pondera County Clerk & Recorder's Office.
- Maintain strict confidentiality of information. Keep informed of any legislative/procedural changes necessary to assist the public.
- Assist the public in their efforts to search County public records by directing them to the appropriate file location. This may include locating information related to land records, election and various other records, forms, Deeds, Claims, Certificates, etc. Ensure that private individuals, companies, government agencies, and lending institutions can use the office as a research center.

- Act as a receptionist including receiving visitors, answer inquiries to the Clerk & Recorder's Office policies and procedures, taking messages for other staff, and routing others to proper sources.
- Assist in the monitoring of land transfer documents, Certificates of Survey and Subdivision Plats to enforce statutory requirements and subdivision regulations.
- Type form letters and complete items on various forms and documents according to guidelines and policies.
- Process all monetary transactions efficiently and in accordance with established guidelines. This includes, but is not limited to, collecting and processing all monies received by the Department for making copies of various records, filing and recording costs, and other related services.
- The ability to identify when a matter necessitates consultation with Supervisor to ensure resolutions are addressed and conducted according to applicable policies, procedures and law.
- May be required to perform basic maintenance on office equipment such as changing toner in copier, cartridges in printer, etc., and/or using operating manual to trouble shoot basic problems and/or be required to know and exercise the proper procedure to place a service call.

ELECTION DUTIES

Work Unit Overview: The Pondera County Elections Department is responsible for the administration of Federal, State, County, City and special district elections in Pondera County according to Federal and State election laws. The Department also assists in elections for school districts. Additional activities include voter registration, petition drive signature verification, and absentee vote processing. The Elections Department maintains the voters' registration files for however many voters live in the various precincts within Pondera County.

Job Summary: In addition to those duties as Accounting Clerk & Recording Clerk for the Pondera County Clerk & Recorder's Office, this position will be responsible for assisting in processing voter registration, preparation and conduction of elections, and certifying petitions for inclusion on the County ballot in accordance Montana Election Codes, and other applicable Federal, State, and local laws. Duties include collecting accurate voter information, processing registrations, changes, and deletions, ensuring adequate election supplies are on hand, coordinating absentee voting, counting cast ballots, verifying and certifying submitted petitions and other duties associated with the elections process.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs. **These functions/duties are shared with the Payroll & Recording & Election Clerk are an essential part of this position.***

- Assist with registering voters, researching voter information, and verifying registration to ensure fair elections take place in Pondera County according to applicable policies and laws.
- Assist with changing voter information and correcting registration information as necessary.

- Assist in responding to public inquiries by telephone or at the counter concerning general information regarding election activities, including location of polling places, absentee voter applications and ballots to ensure efficient customer service and to promote the democratic process to County citizens.
- Assist in answering questions regarding Montana elections laws, filing deadlines, and requirements for filing nomination papers to ensure citizens are informed with accurate and timely voting information. Should any question be one you cannot answer or are uncertain as to the correct answer, always refer to Supervisor.
- Assist with the receiving and filing oaths of office and Nominating Petitions for Office, and various other candidate forms, maintaining records of Initiative Petitions being circulated and verify signatures on Initiative Petitions according to applicable County policies and laws.
- Assist with monitoring and maintaining inventories of election supplies including inventory registers, and all other supplies needed by election judges. Assist in compiling ballots, booths, law summaries, instructions, and other supplies as needed.
- Assist with conducting and monitoring absentee voting by verifying that each person may vote in the election, completing required documentation, providing appropriate absentee voting supplies, tracking received ballots and placing them in a secure location, and entering the names of absentee voters into poll books according to departmental policies and laws.
- Assist in the preparation and distribution of mailed ballot packets. Assist in ensuring all required voting materials and information are included in mailed ballot packets and maintain records of ballots sent, and track returned ballots. Assist with verification of signatures on all ballots and maintain ballots in a secure location until day of counting.
- Assist in monitoring absentee voting procedures, primary, special election, and Election Day voting for registered voters and ensuring elections are held in accordance with established policies and applicable laws. Assist with monitoring the security of election records, ballot boxes, voting equipment, and other items used in the election process. Assist with counting ballots by hand or use specialized equipment.

OVERALL JOB REQUIREMENTS

Non-Essential Functions:

- Attend workshops, seminars, and educational sessions to keep updated on Clerk & Recorder's Office and Elections Office procedures, guidelines, and changes in the law.
- The ability to identify when a matter necessitates consultation with Supervisor to ensure resolutions are addressed and conducted according to applicable policies, procedures and law.
- Occasionally required to travel to meetings.
- Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.

Knowledge, Skills, and Abilities:

This job requires knowledge of accounting and bookkeeping methods and techniques, accounting software, accounts payable, the organization and operation of County government and office practices and procedures.

This job requires skill in mathematics, communicating verbally and in writing, and in quickly and accurately processing transactions. In addition, this position requires excellent penmanship as information entered into record books must be extremely legible.

This job requires the ability to operate general office equipment including computers and software applications, write correspondence, establish and maintain effective working relationships, use independent judgment to solve problems and communicate with the general public and other County employees.

The job requires the ability to maintain strict confidentiality of information, manage stress, multitask, and communicate effectively verbally and in writing.

Education and Experience:

The job requires education and experience equivalent to a high school diploma or GED and (2) two years related experience.

Supervision Exercised: This position does not supervise other County employees.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting and walking.
- Employee occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl and is subject to frequent interruptions.
- Works primarily during normal business with occasional evening and weekend commitments including election activities.
- Works in an office with other clerks responsible for maintaining records in various digital and electronic files.
- Working on a computer and communicating with others.
- Subject to frequent interruptions and a low to moderate noise level.
- Work in an office environment with interaction with the public.
- Occasionally required to lift up to 50 pounds.

Provide administrative support to the Pondera County Commissioners

- Take meeting minutes
- Manage filing systems; physical and electronic
- Compose, type, and edit a variety of correspondence, memoranda, and other materials
- Assist in compiling and submitting data for grants and loans (ie. FEMA & CARES ACT)
- Other administrative duties as needed

APPROVED: _____

Dale J Seifert, Chairman

Thomas A. Kuka, Member

Jim Morren, Member

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PONDERA COUNTY
Accounting & Recording & Election Clerk

Effective: November 10, 2021

I hereby certify that I have read and do understand the duties and responsibilities contained in the above job description and will fulfill these obligations to the best of my abilities. I further certify that I will comply with all federal, state, and county policies, guidelines, and directives that relate to my employment with the county and those directly relating to this position.

Employee's Signature

Date

Employee's Printed Name