



POSITION: Clerical Assistant - Temporary

DEPARTMENT: Recorder's Office

CLASSIFICATION: FLSA non-exempt. Temporary position.

NATURE OF WORK: The purpose of this position is to provide clerical support to the Recorder's Office.

RELATIONSHIPS: Reports to the County Recorder of Pipestone County.

**BASIC QUALIFICATIONS:**

HS graduate/GED

Must be 18 years of age.

Must be familiar with how to run a scanner, copier, telephone, and computer.

**ESSENTIAL DUTIES/RESPONSIBILITIES:** Includes, but not limited to the following:

Essential Duties:

- Prepares documents for scanning.
- Scans documents into a real estate system.
- Data entry regarding real estate documents as directed.
- Provides clerical assistant for the Recorder's Office as needed or requested.

Additional Duties:

- Performs other related duties as required/directed.

**Access to Not Public Data**

The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Ch. 13 Minnesota Government Data Practices Act.

**Physical Requirements:** In a typical day this person sits 6 hours, stands 1 hour and walks 1 hour. Work is typically sedentary in nature requiring occasional lifting/carrying of up to 20 pounds; reaching, fingering and repetitive motions; frequent need for verbal and written communication; frequent need to hear normal conversation, see with far and near acuity and full field of vision; ability to operate a variety of automated office machines and equipment.

**The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. This is not to be construed as an exhaustive list of all duties performed by personnel so classified.**

**The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.**