

# Gove County

## Job Description

Job Title: Office Clerk. 1  
Department: County Clerk's Office  
FLSA Status: Nonexempt

**Summary:** The position is a non-exempt position under the FLSA. Primary responsibilities include clerical and accounting duties, election records and real estate records. Work is performed under the general direction of the County clerk and/or Deputy County Clerk, but the employee has considerable latitude for independent judgment and initiative, once basic teaching opportunities have occurred, following prescribed policies and procedures.

**Essential Functions:** Recording of deeds and court documents in Clerk's Transfer records. Analyzing all legal descriptions and requesting split transmittal detail from the Appraiser's office for partial property transfers. Accounts Payables. Assists the general public with property ownership and tax roll inquiries. Computer entry of real estate changes. Maintains daily cash balance reports and generate monthly summary detail. Assists with pre-election, Election Day and post-election responsibilities as needed. Acts as a backup for payroll preparation and all areas of election management. Storing and retrieving documents from the filing system. Performs all other duties and responsibilities as assigned.

**Knowledge, Skills and Ability:** Knowledge of computer systems management and data entry, report preparation, accounting and office procedures.