

BEAVERHEAD COUNTY

CLERK & RECORDER'S OFFICE

POSITION: Deputy Clerk & Recorder

DEPARTMENT: Clerk & Recorder's Office

ACCOUNTABLE TO: Clerk & Recorder

DEADLINE FOR APPLICATION: Open until Friday, October 16, 2026 or until filled.

SUMMARY OF WORK: Responsible for indexing and recording of documents, issuing birth and death certificates and assisting with a variety of tasks in election management.

JOB CHARACTERISTICS:

Nature of Work: This position performs clerical duties in the checking, recording, indexing and filing of legal documents. Requires attention to detail and the ability to work under stressful conditions, provide timely, courteous customer service by greeting and assisting the public and other staff in a professional manner. Position requires standing for long periods of time and ability to lift at least 40 pounds. Sensitive information is handled, requiring adherence to standards of confidentiality. Overtime as required during election periods.

Personal Contacts: Daily contact with the public, attorneys, real estate persons, title companies, financial institutions and surveyors.

Supervision Received: Supervision from the Clerk & Recorder/Election Administrator. Clerk & Recorder checks work for accuracy.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Knowledge of land documents
- Recording procedures
- Knowledge of inputting information into and searching for information within indexing software
- Scanning, microfilming, verification, and mailing procedures
- Processing plat maps
- Provide information to the public and answer basic questions relative to land records and recording procedures.
- E-recording
- Certifying birth and death certificates
- Ongoing education not limited to computer programs, flexibility for added job duties and ability to adapt to changes in the office environment.

JOB REQUIREMENTS:

Knowledge: This position requires a working knowledge of modern office practices, land documents, basic knowledge of legal land descriptions and indexing. Basic knowledge of election procedures relating to how to register a voter or request an absentee ballot.

Skills: This position requires skills in computers, typing and operating office equipment.

Abilities: This position requires the ability to follow established office procedures, type a minimum of 45 words per minute, be cross trained and handle all duties of the office, accurately process documents in a timely manner, work under stress, pay attention to detail and accuracy, adhere to standards of confidentiality and integrity, communicate effectively orally and in writing, follow verbal and written instructions, establish effective working relationships with fellow employees, supervisors, and other county department staff and the public.

Customer Service: Must be able to communicate effectively information to customers with a positive attitude. This position also requires conflict resolution skills, listening and communication skills, problem solving and the ability to de-escalate conflict. Also requires explaining complex process, multi-tasking, thorough and accurate reporting and knowledge of local, state and federal laws.

Teamwork: The ability to work collaboratively with a group of people in order to achieve department goals. Teamwork is a crucial part of the Clerk & Recorder's Office. It requires colleagues to work well together in various situations. Must be willing to cooperate and resolve conflicts using individual skill and constructive feedback despite any personal conflict between individuals.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a high school diploma. Two or more years of college *preferred* along with experience working with the public and computer experience with Word, Outlook and Excel. Experience in general office procedures and computers required. Experience with title companies, attorneys, lending institutions or real estate is also preferred but not required.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include but are not limited to the following:

- Performs assigned duties
- Checks documents for completeness and accuracy
- Effectively waits on the public in person, and by phone, fax and email
- Accurately indexes and records documents
- Accurately processes weekly receipts
- Demonstrates knowledge of applicable state laws and procedures

- Effectively deals with stressful situation
- Adheres to standards of confidentiality
- Handles correspondence in a timely manner
- Competently conducts voter registration
- Maintain accurate and timely records
- Communicate constructively with the public
- Observe assigned work hours
- Demonstrate punctuality
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public

BEAVERHEAD COUNTY CLERK & RECORDER

SUPPLEMENTAL QUESTION

Since some records in our office are entered in large ledger books, neat and easily readable handwriting is important. Please answer this question on a separate piece of paper and attach it to your application packet. This should be handwritten (either printed or in longhand) and kept to 1 page or less.

“How would you handle an irate client who is upset as a result of an explanation or directive that we have given them?”

PLEASE SUBMIT COMPLETED APPLICATION, SUPPLEMENTAL QUESTION & RESUME TO:

Stacey Reynolds, Clerk & Recorder

Beaverhead County Clerk & Recorder's Office

2 S. Pacific #3, Dillon, MT 59725

sreynolds@beaverheadcountymt.gov