**Beginning salary based on experience**

**Closing date of applications – February 11, 2020, 4:00 p.m.**

**Application available at office of:**

 **Crowley County Clerk and Recorder**

 **631 Main, Suite 102**

 **Ordway, CO 81063**

**Primary Responsibility**

This entry-level position, after receiving training on the basics, should be able to work independently most of the time. A level 1 employee should also be able to use the various manuals available to provide basic information for themselves and the public.

Study election laws and take training tests in order to be certified to use and learn the election registration system and assist in the office with elections. Records, files and maintains accurate and up to date permanent public records concerning voter records and the election process. Learn the programing of voting machines, along with tabulating and reconciling Election Day, early voting and mail-in ballots.

 Assist the public, in person and over the phone, with the motor vehicle registration and licensing process. Provide information on various topics, such as title application procedures and registration requirements.

Learn the recording system within the office and be able to enter with very little error information from recorded documents into the system.

Issue marriage licenses, and various other office duties.

**Examples of Important and Essential Duties**

• Acquires and maintains a highly technical working knowledge of relevant laws, Secretary of State Rules, regulations, policies, standards and/or procedures relating to the election process.

• Examines and analyzes legal documentation submitted for election-related functions, ensuring accuracy and enforcing compliance with appropriate statutory regulations including but not limited to voter registration and voting, National Voter Registration Act and Help America Vote Act requirements.

• Utilizes the county-owned ballot programming software to program and test the ballots for elections run by the County Clerk’s office. In addition, helps with maintaining the equipment by servicing, including the back up and resetting of the equipment after each election.

• Executes and establishes the legal record of voter registrations for use by governmental and other official entities; processes and assesses and collects all associated fees as required by law and performs self-audit reconciliation on a daily basis.

• Processes application and issues motor vehicle titles and licenses at the service counter. Determines type of title and license needed. Calculates and collects appropriate sales tax and license fees. Enforces insurance requirements and heavy vehicle use tax programs. Verifies accuracy of all documentation submitted and ensures compliance with motor vehicle statutes, rules and regulations.
• Basic understanding of how fees are calculated, the application of fees, definition of fees, taxable value, weight, and MSRP, and must be able to explain to the customer.

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• Basic knowledge of applicable taxes, percentages due, when they are due and exceptions.

• Basic understanding of the purpose of temporary permits. Know the requirements for the use and issuance of.
• Understand the various license plates, their application and restrictions. Knowledge of additional documentation that may be required such as emissions, insurance requirements and handicap authorizations etc.
• Ability to accurately cashier transactions. Ability to calculate and collect taxes and fees due. Ability to reconcile cash drawer daily.
• Communicates with public, dealerships, finance companies and banks regarding title application procedures, license plate renewals and other motor vehicle issues. Responds to customer complaints and explains statutes, policies and procedures that apply to each situation. Ability to work with customers to resolve problems. Refers complex problems to supervisor.
• Should be able to use reference materials such as Polk Books, Blue Books, Registration, Title and Election Manuals.
• Able to effectively write and send correspondence to customers and explain fees, reason for rejection of documents, policies and procedures with supervisor approval.

• Maintain records for inventory of license plates, verification stickers and forms used. Reorders supplies as necessary.
• Performs VIN Inspections.
• Performs voter registration.
• Able to issue marriage licenses and performs the oath of honesty.
• Performs other related duties as required.

**Knowledge Skills and Abilities:**
• Knowledge of data entry procedures, typing ability and basic math and grammar skills.
• Knowledge of interpersonal communication skills and ability to establish effective working relationships with County staff, officials, and the general public.
• Knowledge or ability to learn location of streets, street names and address ranges of the streets that are located in Crowley County, its various jurisdictions and districts.
• Knowledge of PC basics and ability to learn specialized Motor Vehicle, Election and Recording systems and processes.
• Ability to use reference and research material.
• Ability to work extended hours as needed.
• Ability to or learn to operate standard office equipment such as fax and copy machines, telephone systems, adding machines, printers and windows based personal computers.
• Ability to calmly and professionally deal with the general public in person and on the telephone.
• Knowledge of local office procedures and policies, knowledge of office functions, provide general customer assistance, able to answer most basic customer questions, be familiar with local government organization and office locations.
• Ability to perform essential functions of the position.
• Ability to learn Clerk and Recorder's policies and procedures.
• Ability to learn Colorado statutes, rules and regulations and forms that apply to motor vehicle titling and registration, elections and recording.

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• Ability to work with other government offices and entities, banks and financial institutions.
• Ability to stoop, stand, sit for extended periods, and reach overhead and push, pull or handle objects weighing a minimum of 40 pounds.

In order to be successful, the employee must demonstrate competence in the following areas:

**Technical - Strong Working Knowledge of:**

Microsoft Office Products

Accounting /Mathematical
Office Equipment
10 key by touch
Personal Computer
Test for Typing 40 WPM

**Functional:**
Organizational Skills
Business /Industry Knowledge

**Personal & Interpersonal:**
Teamwork
Communication
Customer Service
Decision Making
Flexible/Adaptable

**Requirements**

• Experience – One year of job experience that included cashiering, general office work and customer service.
• Education – High School Diploma or GED equivalent.
• License or Certificate - Ability to become deputized.
• Must be able to type 40 wpm.

**Note: Pre-Employment testing will be required prior to scheduling of interviews.**

**Special Requirements**

Essential duties require the following physical abilities and work environment:
• Work is performed primarily in an office environment. Work atmosphere may be noisy and hectic due to contact with general public in person and on the telephone.
• Must be able to pass CBI background check.
• Colorado driver's license, state-mandated auto insurance and own transportation are required.
• Must be able to lift a minimum of 40 pounds.

Work Hours: Monday through Friday, between 8:00 a.m. and 4:30 p.m. Some overtime is required at various times of the year.

Job Application Crowley Co Primary Responsibility 2020