

## POSITION DESCRIPTION

**DEPARTMENT:** County Clerk / Elections

**POSITION TITLE:** Records / Office Clerk

**EMPLOYMENT CATEGORY:** Regular Full-Time

**STATUS:** Non-Exempt

**REPORTS TO:** County Clerk  
(In the absence of the County Clerk - reports to Deputy Clerks)

### **POSITION SUMMARY:**

*Records Clerk:* Ensures records preservation, retrieval, disposal schedules and provides access to Barton County records with departmental approval. Must maintain records in such a manner that they can be certified as legal documents. Works with all Barton County offices and departments and their records. Makes recommendations for the selection of equipment necessary for the operation of the Records Division of the Clerk's Office.

*Office Clerk:* Prepares for elections. Works on Election night. Assists with voter information on registration and advanced voting ballots. Issues fish and game licenses and park permits on the KOALS system. Accounts for all licenses and permits sold and reports to Kansas Fish and Game Commission. Issues cereal malt beverage and drinking establishment licenses. Prepares Homestead Tax refunds. Assists the public at the counter and answers telephone.

### **FUNDAMENTAL JOB DUTIES:**

*Records Clerk:* Manages scanning, data input, and the shipment, retrieval and disposal of records. Prepares records for scanning and maintaining data entry logs. Manages records on-site for limited-term storage and maintains schedules for long-term underground storage and/or disposal. Supervises inventory, packing and numbering of records storage boxes stored on the fourth floor or transferred to Underground Vaults and Storage. Maintains locations and storage of records that are stored on the fourth floor of the Courthouse. Ensures compliance with the County Records Management Policy and all applicable state and federal laws for records preservation, retrieval, and disposal of records processed through the department. Cooperates with the Kansas State Historical Society and the State Archivist, as well as with local organizations and depositories, to meet the accession and disposal requirements.

*Office Clerk:* Assists individuals in completing applications for cereal malt beverage licenses and drinking establishment licenses. Prepares Cereal Malt Beverage and Drinking Establishment licenses for Commission approval. Prepares quarterly cereal malt beverage stamp reports to the State. Registers citizens to vote. Assists voters in obtaining advanced ballots. Sends advanced ballots to

permanent absentees and nursing home residents. Assists individuals with paperwork necessary to file for public office. Coordinates verification of registered voters' names on petitions. Secures voting precinct locations. Helps solicit potential election board workers.

Coordinates packing and distribution of election supplies and ballots; submits legal notices for newspaper publication.

Works splits and combinations of real estate tax roll on Clerk's side, working closely with Appraiser's Office, checking the AA file/Orion to verify transactions and valuations. Sets up new subdivisions or additions to cities or townships on tax rolls. Records tax roll name changes from deeds, probates, death certificates and civil cases. Assists with recording of city tax roll special assessments; asks city clerks to "divide" special assessments when real estate is divided by deed. Prepares abatement and refund of taxes and orders for advanced taxes.

Answers telephone and assists public inquiries or refers to appropriate person or department. Ensures township board's bonds and oaths filed and recorded. Assists the County Clerk to audit township annual reports. Assists low-income and elderly persons with Homestead Tax refunds. Issues fish and game licenses and park permits on the KOALS system. Accounts for all game licenses, waterfowl stamps, park permits and camp permits sold. Weekly runs ACH Report for Kansas Department of Wildlife & Parks showing total license and permit sales for previous week and gives report to County Treasurer for electronic funds transfer. Transcribes minutes of the official County Commission and Claflin Fire District No. 1 Agenda Meetings. Prepares monthly Record of Fees Collected in County Clerk's Office.

Assists/performs with accounting of year-end reports, accounting updates, soft-close and year-end closing functions

**EDUCATION:** Post-Secondary Education/Degree/Certification in secretarial, accounting, business or equivalent, plus three years office experience required.

**EXPERIENCE / SKILLS:** Occasionally develops own methods. Exercises professional judgment with some supervision. Uses standard procedures. Unusual problems are referred with suggestions for solution. Frequent close mental and visual attention required. Must be willing to attend workshops, meetings and seminars. Requires legible handwriting. Computer data entry and 10-key calculator experience required. Requires knowledge of MS Office and related applications.

**PHYSICAL REQUIREMENTS / ABILITIES:** Occasionally lifts boxes of supplies or books weighing up to 20 pounds. Occasional bending, lifting and stooping.

**WORKING CONDITIONS / ENVIRONMENT:** Sits at desk. Stands to wait on public at counter. Has frequent contact with public. Works in well-lit and climate-controlled office. Continually uses computer and telephone. Frequently uses calculator, copier and fax machine. Public needs must be the main emphasis, however, occasions of dealing with difficult people will occur.

**QUALIFICATIONS:** Must be a Qualified Elector to work as an Election Board Worker pursuant to K.S.A. 25-2804(b).

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in These specifications.

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

*Department Head Signature*\_\_\_\_\_

*Date*\_\_\_\_\_

*Employee Signature*\_\_\_\_\_

*Date*\_\_\_\_\_

**REVISED: May 2025**