

LANCASTER COUNTY
COUNTY RECORDS SPECIALIST III

NATURE OF WORK

This is responsible administrative work coordinating meetings of the Lancaster County Board of Commissioners and Lancaster County Board of Equalization and facilitating the property valuation protest process.

Work involves coordinating various County Board meetings, including referee and Board of Equalization hearings and preparing meeting agendas and minutes, miscellaneous correspondence, reports and property valuation protest packets. Work also includes verifying official documents for completion and accuracy, assisting with electronic records management, website maintenance, administering the protest database and assisting the public. General supervision is received from the Deputy County Clerk and County Clerk with work being reviewed in the form of accuracy, compliance and results achieved.

EXAMPLES OF WORK PERFORMED

Observe statutory public notice, filing and deadline requirements related to official county business.

Attend Board of Commissioners, Board of Equalization and other meetings as assigned; prepare and maintain meeting agendas and minutes, miscellaneous correspondence, reports and property valuation protest case files.

Maintain official county documents; verify documents to include necessary signatures, dates, seals and/or notaries.

Assist with electronic records management to ensure accurate and efficient document storage, retrieval and retention.

Utilize scanning equipment to capture data and preserve documentation; enter, update and dispose of electronic and paper records per office policy; properly classify electronic documents by following established record types, classifications and retention schedules.

Audit electronic records and prepare paper documents for transfer to Records Warehouse.

Assist in developing and maintaining the County Clerk's web site.

Assist citizens with facilitating the filing of property valuation protests, military discharges, marriage licenses and other miscellaneous licenses and documents.

Respond to public records requests and make referrals when necessary; perform records research; provide notary services.

Collect appropriate fees, reconcile individual cash receipts and prepare daily deposits.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of personal computers including website and storage maintenance.

Considerable knowledge of organizational and administrative policies and procedures.

Considerable knowledge of records and information management equipment and software.

Ability to properly apply rules, regulations and policies to make decisions in accordance with established precedent.

Ability to efficiently prioritize work assignments and complete work within identified timelines.

Ability to index, file and maintain accurate records.

Ability to interact with the general public in a professional and courteous manner.

Ability to communicate effectively both orally and in writing including the ability to take extensive notes and transcribe lengthy communications.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in public or business administration or related field and one year of experience in managing public records and/or public information or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Must qualify for appointment as a notary public in the State of Nebraska.

PS2803