

Lake County Government in Leadville, CO is seeking a fulltime **Office Administrative Assistant** for our **Clerk and Recorder Office**. This entry-level position is the first point of contact with the public for the department. This role supports the Recorder's office in all administrative aspects including routine administrative duties, receptionist duties, and recording documents such as motor vehicle titles and registrations, sales tax, liquor licenses, and voter registration.

Essential Duties include:

- Answer phone calls as they arrive to the general department number and appropriately transfers calls as needed
- Provide basic information to the public at the front counter and answers questions in a straightforward professional demeanor.
- Type correspondence which effectively explain policies and procedures, fees and how they are calculated, and reason for rejection if applicable
- Maintain motor vehicle files, inventory of available license plates and plate stickers, supplies and equipment and collects fees associated with these items
- Complete all Motor Vehicle transactions including Titles, Title transfers, Refinances, Manufacture's Statement of Origin ("MSO's") for private parties or auto dealers, Mobile Homes, Leases, Suspense and Out of State.

Qualifications Include:

- Exhibit consistent maturity, critical thinking skills, and ability to make decisions in a timely and effective manner.
- Provide excellent customer service in a service-related field with the ability to remain flexible and sensitive to a diverse clientele while maintaining composure in escalated situations when they arise.
- Assess situations and make prudent and appropriate decisions; ability to apply conflict resolution and problems-solving skills in order to minimize negative personal impact
- Keen attention to detail and ability to efficiently plan, schedule, organize, and complete quality work amidst multiple, competing priorities
- Familiar use of MS Office products and standard office equipment as well as apply basic math and read, interpret and apply manual regulations
- Must perform all aspects of job responsibilities with utmost confidentiality, honesty and integrity
- At least one year of experience in a service-related field familiar with local government organization and offices preferred
- High school or GED required.
- Bi-lingual (Spanish) highly preferred
- Strong MSOffice skills including Word, Excel, Outlook email. LEADS system experience desired.
- Basic math skills to compute fees and cashier duties

All interested candidates submit your resume to: HR@co.lake.co.us Attention: MV Admin

Lake County Government is an equal opportunity employer. We embrace the diversity of our workforce, therefore all employment decisions are on the basis of qualifications, merit, and business need.