



## JOB DESCRIPTION

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**JOB TITLE:** Deputy Clerk

**JOB CODE:** 1750

**DEPARTMENT:** Clerk/Treasurer

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Assistant Clerk/Treasurer

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### SUMMARY OF JOB PURPOSE

Assists the Clerk/Treasurer, Assistant Clerk/Treasurer, and Chief Deputy Treasurer in the conduct of a variety of programs, including marriage license issuance, elections, and processing documents.

### ESSENTIAL FUNCTIONS

1. Assists the general public, customers, and/or county employees in person, by telephone and/or e-mail answering inquiries related to department services, programs, and records; receives complaints and attempts to resolve them; explains rules, policies, and procedures; researches questions, when appropriate, to provide accurate information; resolves issues and/or directs customers to the appropriate department/individual for resolution.
2. Assists with the conduct of elections and processing election documents; registers voters, keys voter data into computer, files notary agreements/contracts, files and indexes fictitious firm names, issues passports, processes outdoor festival permits, receives child support payments, signs parcel/subdivision maps and logs into the map signing system.
3. Assists with duties related to the preparation of agendas and agenda meeting information packets for distribution to the public and county departments for the County Boards (Board of Commissioners, Planning Commission, and Board of Equalization); maintains permanent minute's book.
4. Acts as staff assistant to professional or management employees by screening incoming correspondence, calls, and visitors; takes messages or refers caller to the appropriate person; schedules meetings, appointments, rooms, and training for both staff and clients; maintains schedules of activities and location of staff members as required, maintaining an associated schedule and keeping staff members informed, as appropriate.
5. Prepares a variety of general correspondence, legal documents, reports, articles, meeting minutes and/or agendas, and instructions from rough draft, verbal or recorded instruction; edits materials for clarity, completeness, accuracy, consistency, and adherence to special format, policies, and procedures; performs a variety of other clerical duties including data entry, copying and assembling materials, collecting and distributing mail, answering phones, faxing documents and other related tasks.
6. Receives and posts payments, prepare deposits, and total accounts to ledgers or computer-based spreadsheets and/or databases; creates and maintain spreadsheets, database information, and other various documents utilizing word processing, spreadsheet, or database software.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

**Deputy Clerk**

- Operates a variety of office machines and equipment including personal computers, typewriters, adding machines, calculators, printers, paper shredders, postage machines, fax machines, copiers, binders, collators, and microfilm equipment, as needed; may be required to coordinate office machine/equipment maintenance, working with contracted service vendors.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High School Diploma, or equivalent, and three (3) years of progressively responsible clerical experience.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of customers or employees of the County.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percentages.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of principles of record keeping, case files and records management; legal and law enforcement terminology; court processes and procedures; applicable state and Federal rules, codes and regulations; business and personal computers, and business office software applications. Ability to accurately and concisely record proceedings of meetings; maintain comprehensive records; compile reports and compose minutes; plan, prioritize and carry out assignments with minimum supervision. Skills in assessing and prioritizing multiple tasks, projects and demands; establishing and maintaining effective working relations with co-workers.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for expended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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