



JOB DESCRIPTION

JOB TITLE: Tahoe Chief Deputy Clerk

JOB CODE: 3330

DEPARTMENT: Clerk/Treasurer

FLSA STATUS: Exempt

REPORTS TO: County Clerk/Treasurer

SUMMARY OF JOB PURPOSE

Plans, organizes and supervises staff and the day-to-day activities of the Tahoe General Services Office in the conduct of a variety of programs, including DMV vehicle registration, marriage license issuance, elections, gaming registrations, and processing documents; assures the activities are in compliance with all laws, policies and regulations.

ESSENTIAL FUNCTIONS

1. Provides daily supervision of assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; meets regularly with staff to discuss and resolve workload and technical issues; participates in the interview and selection process of new employees; provides leadership, direction and coaching to employees; provides effective training on treasury functions, statutory requirements, and other position requirements and responsibilities; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
2. Assures a productive work environment; assures effective communications with other county departments and outside agencies; assures project deadlines and performance standards are met; reviews, investigates, and corrects errors and inconsistencies in data entries, transactions, documents, procedures, and reports.
3. Assist the Clerk/Treasurer with establishing policy and procedures by analyzing new legislation that affects the operations of the Tahoe General Services Office; recommends changes to improve the organization's functions and processes; interprets statutes and regulations recommending changes in policies and procedures.
4. Manages daily receipt of cash and checks from the public and from County departments; maintains accounts, balances fund ledgers and reconciles bank accounts; monitors, analyzes and reports cash flow; responsible for general fund bank deposits including the physical deposit; maintains records of all County deposits, withdrawals and balance of accounts.
5. Oversees the conduct of all General Services and DMV functions including issuing of marriage licenses, gaming registrations, passports, and dog licenses; files notary bonds and fictitious firm names, provides notary services, registers voters, and fingerprints the public; accesses CJIS; issues vehicle registrations, vehicle titles, driver printouts, permits, and handicap placards.
6. Performs office administrative functions including development of work schedules, verifying and submitting time reporting records of employees to payroll, preparation and submission of personnel forms, and purchasing for the department.
7. Maintains monthly inventories of license plates and decals; submits inventories to Nevada State DMV for review and ordering of plates, decals, and supplies.

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.



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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

Bachelor's Degree in Business Administration, Accounting, Finance, or other closely related field, and three (3) years of accounting and/or financial operations experience including public sector and lead/supervisory experience; or an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundamental principles and techniques of supervision, administrative practices, and personnel policies; guidelines, procedures and standards for DMV operations; accounting principles and practices, banking practices and procedures, and taxes and taxing authorities; principles of record keeping and records management; business and personal computers, and spreadsheet software applications.

Ability to accurately account for funds collected, track transactions, and verify appropriate distribution of funds; prioritize and delegate multiple tasks, projects and demands; perform mathematical calculations; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal rules and regulations, and County policies and procedures; explaining laws and regulations pertaining to property taxes; maintaining accurate and interrelated technical records, and identifying and reconciling errors; effective oral and written communication; establishing and maintaining effective working relations with co-workers and representatives from other local, state and Federal agencies. Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

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CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

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.

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 extended periods of time; frequent use of computers and standard office equipment; may travel to other County facilities; 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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