



Class Title: Deputy Clerk

Pay Grade: 4

FLSA Designation: Covered

Established: 2-09

Revised: 4-11

Class Summary/Primary Function

The principal function of a Deputy Clerk is to perform a variety of technical, administrative, legal, and clerical duties involved in the recording and processing of the County's records. A Deputy Clerk must possess strong clerical and customer service skills; he/she acquires knowledge of Department functions through on-the-job experience and becomes a department-related specialist with a good working knowledge of Department policies, procedures, and functions. A Deputy Clerk may be assigned to perform duties to support a variety of functions in the Clerk's office including elections, recording, licenses, passports, financial, payroll, or District Court functions and be cross-trained to perform combinations of assignments. The work is performed under the supervision of the County Clerk with latitude allowed for independent judgment and initiative, within established guidelines and legal procedures, as the employee gains expertise in specific assignments. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Provides general assistance to the County Clerk in performing administrative duties as defined in state and County statutes, ordinances, and codes;
- May be assigned a specialty function such as maintaining information on the county website and in the county's digital filing system, recording documents, performing election activities and voter registration, or making daily deposits. ;
- Answers incoming phone calls and greets walk-in customers, provides general information to the public, answers questions and inquiries, provides specific information about recording issues, and provides referrals to other departments or staff as needed;
- Receives, processes, records, copies, scans, balances, verifies, proofs, and maintains a variety of documents, including marriage licenses, liquor licenses, passport applications; real estate documents, court and legal documents, and related documents;
- Conducts research of documents for customers;
- Updates and maintains computer files and index systems;
- Collects required fees for documents received;
- Balances and prepares daily report on fees received;
- Prepares, distributes, and maintains a variety of records, reports, correspondence, log sheets, applications, and related documents;
- Maintains files, logs and other records utilizing the computer;
- Receives and distributes mail;
- Performs general office support duties including, but not limited to, data entry, customer service, preparing and maintaining reports, records, and logs, and routine office equipment maintenance;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Serves as back-up to other Clerk positions including financial and elections;
- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Methods, equipment, principles, and procedures of elections, document recording, filing, archiving, indexing, retrieval, management, and record keeping;
- Operation of standard and specialized office equipment, including a personal computer and job-related software applications;
- Applicable federal, state and County statutes, laws, codes, and regulations;
- County codes and ordinances, administrative regulations, personnel rules, and departmental policies;
- Customer service procedures, techniques, and objectives;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures;
- Basic file preparation and maintenance systems, practices, and procedures;
- Basic bookkeeping and accounting practices and procedures.

Ability to:

- Understand and explain applicable federal, state, and County ordinances, codes, statutes, and regulations related to the functions of the Clerk/Auditor/Recorder's office;
- Interpret and explain County department functions, policies, and procedures;
- Prepare, review, and maintain files, records, reports, databases, and correspondence, determining content and follow-up, if required ;
- Perform election activities and voter registration;
- Maintain County asset inventory;
- Perform basic bookkeeping and accounting functions;
- Operate standard office equipment and a personal computer using software appropriate to assigned duties;
- Operate standard and specialized document preparation, copying, archiving, and retrieval equipment;
- Communicate clearly and concisely, orally and in writing;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, state and local elected and appointed officials, and the public;
- Respond to citizen requests in a courteous and effective manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Maintain individual and transaction confidentiality;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;

Acceptable Experience and Training

- High school diploma or GED; and
- One (1) year administrative, clerical or secretarial experience, or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of the job.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files, and prepare documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 50 lbs. and to work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.