



# JOB DESCRIPTION

<i>Title</i>	<b>Deputy Clerk</b>		
<i>Department</i>	Clerk and Elections	<i>Job Class</i>	A 12 3
<i>Driving Required</i>	No	<i>Safety</i>	No
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads		<i>FLSA</i> Non-exempt
<i>Created</i>	May 2022	<i>Reviewed</i>	<i>Revised</i>

## ***Purpose***

Provides clerical, administrative, and customer support to the Clerk & Elections department. Responsibilities include data entry and retrieval, file maintenance, advanced word processing, document preparation, reception and customer service duties, bookkeeping-related functions, and the first point of contact with visitors of the department.

## ***Essential Functions***

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Performs clerical and administrative duties within the department; may include scheduling, taking notes and minutes for meetings, coordination of workflow within and outside the department. Executes duties of Deputy County Clerk and acts as United States Passport Acceptance Agent.
- Performs department reception and customer service duties. Professionally greets visitors, responds to incoming phone calls, provides accurate and timely responses to inquiries and complaints, and sends/receives emails and maintains ongoing communication with the public. Provides assistance in answering questions regarding dog licensing, passports, marriage licensing, and elections. Train customers to research public records.
- Perform certification of documents entered into the public record including, but not limited to, property records, marriage licenses, plates and military discharge records.
- Receives, transfers, or refers calls to appropriate sources; provides information and policy interpretations related to department services.
- Accurately enters and retrieves data from computer files, including complex or technical materials (e.g., legal forms, formal documents, complex records); interprets data for proper input to program formats. Processes, records, files, and distributes reports in a timely manner to appropriate parties. Assist in locating documents for the public and/or assist the public in locating and researching record.



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- Processes transactions, computes or verifies data, fees, or payments; accurately transmits, screens, or conveys information using proper formats, documents, and procedures.
  - Processes and enters marriage, OLCC and dog license applications; park passes; passports; domestic partner registrations, and various petitions and filings. Assists customers in the proper completion of applications or registrations and the receipt and processing of related fees. Issues certified copies as requested.
  - Performs advanced bookkeeping-related functions; may include funds tracking, invoicing, balancing daily receipts, processing purchase orders, and depositing funds. Balances received cash, credit, and checks daily. Assists with monthly billings.
  - Creates a variety of documents such as letters, memos, reports, charts, forms, agendas, spreadsheets, tables, minutes, and legal documents. Verifies and corrects grammar, spelling, and formatting. Updates and maintains spreadsheets, databases, and reports and tracks/logs data for the department.
  - Sorts, arranges, files, and maintains documents and records; reviews files for completeness and accuracy; updates and purges files according to department guidelines.
  - Researches and compiles data from a variety of sources, some confidential in nature. Checks completed materials for accuracy and compliance.
  - Works independently to plan and arrange own work sequence; prioritizes projects and assignments, provides backup support to staff when needed, and reports operating problems to supervisor.
  - In coordination with supervisor, maintains, amends, or develops department procedures, routines, and filing systems.
  - Provides support with publishing notices, including social media postings and webpage management, as directed and in accordance with established procedures and policy requirements. Provides support as needed to review completed forms and documents for accuracy and compliance prior to distribution through public or internal communication channels.
  - Supports activities related to elections as needed by assisting with production of ballots, pamphlets, and other materials; provides support with vote-counting equipment; supports maintenance of storage application log on archived records for the county.

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## ***Mandatory Qualifications***

- Education and Experience
    - Minimum high school diploma / GED
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- Minimum two (2) years of experience and training and experience in a professional environment or any satisfactory combination of experience and training.
- Skills
  - Advanced knowledge of clerical and administrative support profession
  - Advanced record-keeping skills
  - Knowledge of advanced bookkeeping-related functions
  - Ability to read and write proficiently
  - Excellent customer service and problem-solving skills
  - Knowledge of office procedures and operation of various office equipment
  - Advanced data entry and computer operations skills
  - Working knowledge of PC and word processing software

## ***Desired Qualifications***

- Ability to read and write Spanish
- Previous experience processing documents (e.g., passports, deeds, titles, licenses)
- Previous experience working with a county clerk and elections department

## ***Physical Demands***

- May require moving materials, books, files, etc. up to 50 pounds
- Long durations of sitting or standing

## ***Working Conditions***

- Professional office setting

## ***Supervisory Responsibility***

- No supervisory responsibilities.