



Job Description

Title:	Deputy Clerk	Classification:	400
Division:	Administration	Job Code:	400.2
Department:	Clerk	Last Revised:	
FLSA Cat:	Non-Exempt	Pay Grade:	14

GENERAL PURPOSE

Performs a variety of entry level complex clerical duties as needed to expedite the daily processes and statutory obligations of the office of the County Clerk.

SUPERVISION RECEIVED

Works under the supervision of County Clerk.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Issues business licenses, beer licenses, and marriage licenses and keeps records on the same; issues passports, assists the public over the counter and on the telephone; answers all correspondence received by the office; acts as department records officer in compliance with Utah GRAMA guidelines.

May take minutes of county commission meetings, planning commission meetings and the Board of Adjustment meetings; types all minutes of county commission meetings, planning commission meetings and the Board of Adjustment meetings; types correspondence and notices for commission as needed; assists in the update and maintenance of minute indexes. Post on Public Meeting notice website with the schedules, and agendas. Send Notices and post notices in the newspaper for the commission and planning commission.

Assists in the management of various permanent records such as contracts, petitions, leases, ordinances and bond certificates; assures proper filing; monitors access to records and files; makes copies and distributes according to government records management laws and guidelines.

ELECTIONS

Prepares legal notices and publications as required by law; receives and reviews petitions to run for office; assists to oversee the ongoing and periodic processes of the office related to voter registration, candidate filing, ballot preparation and assembly, voter machine maintenance and assembly, absentee balloting, record purging, forms processing, precinct organization and divisions and election results processing.

Assists county clerk in necessary preparations for elections; such as entering and updating names of voters into computer; mails absentee voter ballots; informs the public on issues and questions related to the election.

Performs various tasks essential to the voting process; assists to prepare ballots, audits ballot cards; operate the ballot machine as needed to prepare ballot packets and books; apprises personnel of changes in voting laws or procedures.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

- a. Graduation from high school
AND
- b. One (1) year of related experience
OR
- c. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Office machines and filing systems; complex bookkeeping and accounting techniques most appropriate to county government; interrelationships of all county departments; basic filing systems, alpha and numeric; standard office practices and procedures related to filing and record keeping; personal computer operations and various data and word processing applications.

Ability to analyze a variety of problems and make recommendations; apply generally accepted accounting principles in financial reporting; work quickly and accurately with figures; perform basic mathematical computations; work under time pressures in meeting deadlines; communicate effectively, verbally as well as in writing; develop and maintain effective working relationships with elected officials, professionals, the public and fellow employees; operate a variety of types of standard office equipment and machines such as 10 key calculator, personal computer.

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to completion of essential functions. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking; guided and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)