

Job Description: CHIEF DEPUTY (COUNTY CLERK)

CLASS NO. 702

EEOC CATEGORY: Office and Clerical

PAY GROUP: 17

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs a variety of clerical, bookkeeping, personnel, and related activities for the County Clerk's office in maintaining permanent records in accordance with departmental procedures and statutory regulations, and manages, prioritizes, and plans duties at the discretion of the County Clerk.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Clerk
2. Directs: Supervises Deputy County Clerks in absence of County Clerk.
3. Other: Has contact with departmental employees, other county departments, local, state, and/or federal agencies, and the general public.

EXAMPLES OF WORK

Maintains electronic filings.

Maintains office scheduling.

Oversees the daily office activities of the Deputy County Clerks in the absence of the County Clerk;

Receives and issues receipts of payment for licenses, permits, certifications, bonds, fines, restitution, filing of abstract documents, etc.;

Balances Accounting transactions for Escrow and Cash Bond accounts.

Other Duties*

Maintains current knowledge of statutes, rules, and regulations relating to specific department responsibilities;

Prepares, issues, files, and indexes marriage licenses;

Registers, files, indexes, and collects fees for wills to be registered for safekeeping;

Processes applications and collects fees for livestock brands, beer and wine licenses, etc.;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

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CLASS NO. 702 (Continued)

Issues certified copies of county documents including birth and death certificates, military discharge records, etc.;

Verifies accuracy and correct execution of legal instruments prior to mailing;

Posts notices of foreclosures and meeting notices for various taxing jurisdictions;

Provides information to the public about the policies and procedures of the department, division, or section;

Resolves problems arising with the public or other county departments relating to specific department responsibilities in person or over the telephone;

Types and responds where appropriate to correspondence, reports, bills, vouchers, receipts, schedules, minutes, requisitions, notices, statistical data, and other documents and materials including use of computer with standard word processing, spreadsheet, and/or database software packages;

Issues licenses, permits, certificates, capias or other legal documents, and/or titles in accordance with departmental rules and regulations;

Performs and oversees the performance of general clerical duties as required, including filing, imaging, indexing and recording information, making copies, and sorting and distributing mail; and

Reviews, validates, and processes documents requiring considerable knowledge and expertise in a particular area.

Assist with training co-workers in all functional areas of Deputy County Clerk.

Verify accuracy and correct execution of legal instruments prior to mailing.

Obtains information from the public to be used in completing various forms and applications, including birth, death, assumed name, and marriage certificates;

Assists in preparation for and administration of county and general elections in accordance with applicable laws and regulations, and

Performs such other related duties as may be assigned.

Provides assistance to the general public on the telephone and at the counter in the County Clerk's office, including providing information, filing instruments, issuing licenses, recording brands, providing certified copies, collecting and receipting fees, searching for records, etc.;

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CLASS NO. 702 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: All aspects of the County Clerk's Office.

Skill/Ability to: operate, a computer using County approved word processing, data inquiry, and/or spreadsheet software packages; type accurately at a speed of at least 50 words per minute; operate a calculator by touch; correctly utilize business English, spelling, punctuation, arithmetic, and office practices and procedures ; understand and carry out oral and written instructions; knows common legal terminology; establish and maintain effective working relationships with other county employees and officials and the general public; make sound decisions in stressful situations; demonstrate proficiency in both oral and written communication; and work well with interruptions.

Moderate to heavy lifting due to court records and equipment.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, four years of ~~related~~ clerical work experience, including supervisory experience, training which provides the required knowledge, skills and abilities including supervisory experience within the County Clerk's office.

CERTIFICATES AND LICENSES REQUIRED

Must be bondable.

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