

Job Description: DEPUTY COUNTY CLERK I
(COUNTY CLERK)

CLASS NO: 707

EEOC CATEGORY: Office and Clerical

PAY GROUP: 13

FLSA: Nonexempt

SUMMARY OF POSITION

Provides accurate typing, data entry, and/or clerical support including bookkeeping functions for the County Clerk's office in accordance with departmental procedures and statutory regulations.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Office Manager, Chief Deputy Clerk & County Clerk.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with departmental employees, the general public, court officials, attorneys, other county departments and local, state, and/or federal agencies.

EXAMPLES OF WORK

Essential Duties*

Files, records & images instruments submitted to County Clerk's office.

Enters indexing information in the computer indexing system for real property instruments filed in the County Clerk's office in accordance with applicable procedures, including alphabetical and cross-indexing and proofreading of entered information.

Indexes and reindexes real property records, including reviewing and researching previously indexed records and correcting mistakes or updating vague, incomplete, or missing information.

Assists landmen, attorneys, and the general public with research and making copies of permanent real property records.

Assists in preparation for and administration of county and general elections in accordance with applicable laws as directed by the County Clerk.

Maintains physical records, including reinforcing book bindings and monitoring dehumidifiers.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 8/28/2012

CLASS NO. 707 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard accounting procedures; and or knowledge of legal documents.

Skill/Ability to: operate or demonstrate using County approved word processing, data inquiry, or/and 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; establish and maintain effective working relationships with other county employees, officials, and the general public; make sound decisions under stress, and work well with interruptions.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus 2 years of responsible clerical work related experience.

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Must be bondable.