

Job Description: DEPUTY COUNTY CLERK

CLASS NO. 205

EEOC CATEGORY: Office and Clerical

PAY GROUP: 8

FLSA: Nonexempt

SUMMARY OF POSITION

Provides a variety of accurate general, clerical or bookkeeping support work involving typing and/or data entry skills for the County Clerk's office in accordance with departmental procedures and regulations.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Clerk; may receive direction from Chief Deputy County Clerk.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, the general public, and one or more of the following: attorneys, internal auditors, abstract and tax offices, and law enforcement officials. May have contact with other county departments, public schools, and with local, state, and/or federal agencies.

EXAMPLES OF WORK

Essential Duties*

Assists County Clerk with assigned duties;

Indexes, files, and records real estate documents submitted for permanent records;

Prepares, issues, files, and indexes marriage licenses, and certificates of assigned name;

Receives payment, posts funds, and issues receipts for licenses, permits, certificates, services, etc.;

Provides certified copies of marriage licenses, birth and death certificates, soldiers and sailors discharge records, etc.;

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

Processes applications for beer and wine licenses, occupational driver's licenses, etc.;

Interacts with the general public as assigned for resolution of questions or complaints;

Performs a variety of clerical functions as needed, including making copies, filing, microfilming, indexing and recording information, and sorting and distributing mail;

* 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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Makes postings to various departmental records;

Mails forms and/or materials to persons, agencies, firms, or organizations, including typing envelopes;

Files information in established files, removes files upon request, and matches files with reports or correspondence as requested;

Assists the public in searching for records;

Takes information from the public to be used in completing forms; and

Maintains general ledger on daily and monthly cash transactions and prepares related reports.

Other Important Duties*

May prepare purchasing forms, and order and maintain current inventory of supplies;

May act as receptionist or telephone operator, answering questions and directing visitors;

May balance money collected daily at least once a week or more, if needed;

May perform back-up bookkeeping and courtroom duties;

May reconcile bank statements periodically; and

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: current business practices and procedures.

Skill/Ability to: operate, or demonstrate ability to learn to operate, a computer using standard word processing, data inquiry, or spreadsheet software packages and type accurately at a speed of at least 40 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 and learn assigned clerical tasks readily; become familiar with legal terminology; establish and maintain effective working relationships with other county employees, officials, and the general public; make sound decisions under stress; work well with interruptions; and may be required to translate between Spanish and English.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent (some college work preferred), and one year of responsible clerical and/or bookkeeping work experience, preferably with a governmental entity in, or working with, the legal system;

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

CERTIFICATES AND LICENSES REQUIRED

May be required to be bondable and/or hold or obtain certification as a Notary Public.