

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DEPUTY CLERK I/II/III
CLASS CODE: I - 6243 II - 6242 III - 6241

FLSA STATUS: NON-EXEMPT

SUPERVISORY STATUS: I - NONE II - NONE III - LEAD

EFFECTIVE DATE: 9/22/2010 (REVISED 06/14/2008 VERSION)
DEPARTMENT: CLERK / AUDITOR

JOB SUMMARY

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

CLASS CHARACTERISTICS

Deputy Clerk I: Works under close to general supervision from the Chief Deputy-County Clerk/Auditor in performing duties at the entry or training level or in performing routine tasks that are less complex or detailed than those performed at the full performance level.

Deputy Clerk II: This full performance level works under general supervision from the Chief Deputy-County Clerk/Auditor in performing duties of considerable difficulty that involve some independent judgement.

Deputy Clerk III: Works under general supervision from the Chief Deputy-County Clerk/Auditor in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are capable of training and leading others.

ESSENTIAL FUNCTIONS

Marriage Licenses and Passports:

Assists and instructs the public in the application process for marriage licenses; verifies eligibility to apply according to established statutes and ordinances; reviews applications for completeness and accuracy; issues licenses and keeps records on the same.

Provides assistance and education to marriage officiants to ensure proper completion of marriage documents.

Provides clerical assistance to various agencies including legal and law enforcement by researching marriage records and/or by providing statistical information according to established practices and procedures.

Provides technical assistance to the public seeking out-of-country travel authorization; assists in the completion and submission of passport applications; verifies validity and accuracy of applicant's personal documentation; takes photos; administers oaths; mails transmittal sheets to passport agency; issues passports; prepares monthly report identifying number of passports issued.

Collects and receipts fees for various transactions and services; balances money received at end of day and prepares applicable reporting materials.

CLASS TITLE: DEPUTY CLERK I/II/III
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PAGE 2

Elections:

Processes voter registration forms received from the driver's license bureau, the mail, and walk-in customers; examines for accuracy and completeness and resolves discrepancies before inputting information to data base; scans and indexes all voter registration forms.

Assists with the absentee ballot application process; facilitates mailing of absentee ballots in the most expedient manner; receives returned absentee ballots and coordinates sorting for election day counting.

Receives and records filing fees from candidates; issues receipts, notices and certifications; keeps records of transactions; makes simple mathematical computations.

Uses various records and software applications to perform data sorts and merges to produce lists, labels and other materials.

Processes voter registrations using state-wide voter registration database. Uses GIS and other mapping software to place voters in correct precinct.

Assists with the preparation of training materials for poll workers; sends training and other reminders; tracks attendance.

Performs a variety of post election functions relating to reconciliation sheets, provisional ballot processing, and processing poll worker pay vouchers.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Serves as backup to the Commission Stenographer; transcribes minutes of County Commission Meetings; types correspondence and notices for commission as needed; assists in updating and maintaining minute indexes.

KNOWLEDGE, SKILLS, AND ABILITIES

Deputy Clerk I:

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.

Ability to: Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information; multi-task.

Deputy Clerk II:

In addition to the knowledge, skills, and abilities listed above:

Working Knowledge of: Processes related to the statutory obligations of the County Clerk.

Skill in: Using various software programs unique to Utah County and/or the Clerk/Auditor's Office.

Ability to: Understand broad objectives and follow general instructions.

Deputy Clerk III:

In addition to the knowledge, skills, and abilities listed above:

Considerable Knowledge of: Clerk/Auditor Office Policies and Procedures and laws, codes, or regulations relevant to work performed.

Skill in: Basic bookkeeping.

Ability to: Train and lead others.

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PAGE 3

PHYSICAL DEMANDS

Regularly: Sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: Lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 25 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room; work requires frequent contact with the public which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.

EDUCATION AND EXPERIENCE

Deputy Clerk I: High school diploma or equivalent and one (1) year of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Deputy Clerk II: High school diploma or equivalent and three (3) years of general clerical support work experience of which one year is directly related to the duties described above. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Deputy Clerk III: High school diploma or equivalent and five (5) years of general clerical support work experience of which two years are directly related to the duties described above. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Incumbent must possess a current driver's license and obtain a valid State of Utah Driver's License within 60 days of employment. Incumbent may be required to obtain State of Utah Certificate of Authority of Notary Public.

CAREER LADDER ADVANCEMENT

For a promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements and the class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.