



Deputy Clerk

Job Description

Department: Clerk / Auditor
Position: Career Service
Grade: 501
Supervisory: No
Reports to: Chief Deputy - County Clerk/Auditor

Summary

Under close to general supervision of the Chief Deputy – County Clerk/Auditor, performs a variety of clerical duties as needed to expedite the daily processes and statutory obligations of the office of the County Clerk. May perform duties at a training level or at a full performance level in the following functional areas: Marriage Licenses, Passports, and Elections.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist and instruct the public in the application process for marriage licenses; verify eligibility to apply according to established statutes and ordinances; review applications for completeness and accuracy; issue licenses and maintain records on the same.
2. Provide assistance and education to marriage officiants to ensure proper completion of marriage documents.
3. Provide 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.
4. Provide technical assistance to the public seeking out-of-country travel authorization; assist in the completion and submission of passport applications; verify validity and accuracy of applicant's personal documentation; take photos; administer oaths; mail transmittal sheets to passport agency; issue passports; prepare monthly report identifying number of passports issued.
5. Collect and receipt fees for various transactions and services; balance money received at end of day and prepare applicable reporting materials.
6. Process voter registration forms received from the Driver's License Bureau, the mail, and walk-in customers; examine for accuracy and completeness and resolve discrepancies before inputting information to data base; scan and index all voter registration forms.

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Job Code: 6242
Job Title: Deputy Clerk
FLSA: Non-Exempt
Effective Date: 1/1/2019
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

7. Assist with absentee ballot application process; facilitate mailing of absentee ballots in an expedient manner; receive returned absentee ballots and coordinate sorting for election day counting.
8. Receive and record filing fees from candidates; issues receipts, notices and certifications; keep records of transactions; make simple mathematical computations.
9. Use various records and software applications to perform data sorts and merges to produce lists, labels and other materials.
10. Process voter registrations using state-wide voter registration database; utilize GIS and other mapping software to place voters in correct precinct.
11. Assist with preparation of training materials for poll workers; send training and other reminders; track attendance.
12. Perform a variety of post-election functions relating to reconciliation sheets, provisional ballot processing, and processing poll worker pay vouchers.
13. Serve as backup to the Commission Stenographer; transcribe minutes of County Commission Meetings; type correspondence and notices for commission as needed; assist in updating and maintaining minute indexes.

Knowledge, Skills, and Abilities

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to learn software programs unique to Utah County and/or the Clerk/Auditor's Office
- Ability to communicate effectively verbally and in writing
- Ability to understand and follow clear work instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to multi-task
- Ability to understand broad objectives and follow general instructions

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. This job requires frequent contact with the

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public which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies or objects up to forty (40) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. One (1) year of general clerical support work experience.
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Selected applicants must pass a typing test at or above the rate of forty (40) WPM net.
2. Incumbent may be required to obtain State of Utah Certificate of Authority of Notary Public.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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