

POSITION: Deputy Clerk

POSTING #: 6242-0119ksa

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

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REQUIRED ATTACHMENTS TO APPLICATION:

- **Supplemental Documents:** *Supplemental Questionnaire*
- A **typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Human Resource office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**
- **Required licensure**

STARTING GRADE: 501, Step A: \$14.16 – Step G: \$16.30 per hour / \$1,133.14 - \$1,304.45 Bi Weekly
Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: January 16, 2019

CLOSING DATE: January 30, 2019

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB 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.

DUTIES INCLUDE:

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

- 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.
- Provide assistance and education to marriage officiants to ensure proper completion of marriage documents.
- 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.
- 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.
- Collect and receipt fees for various transactions and services; balance money received at end of day and prepare applicable reporting materials.
- 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.
- 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.
- Receive and record filing fees from candidates; issues receipts, notices and certifications; keep records of transactions; make simple mathematical computations.

- Use various records and software applications to perform data sorts and merges to produce lists, labels and other materials.
- Process voter registrations using state-wide voter registration database; utilize GIS and other mapping software to place voters in correct precinct.
- Assist with preparation of training materials for poll workers; send training and other reminders; track attendance.
- Perform a variety of post-election functions relating to reconciliation sheets, provisional ballot processing, and processing poll worker pay vouchers.
- 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.

EVALUATION AND SELECTION FACTORS INCLUDE:

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

REQUIREMENTS FOR EMPLOYMENT:

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.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.