

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CHIEF DEPUTY-COUNTY CLERK/AUDITOR
CLASS CODE: 1433

FLSA STATUS: Exempt
SUPERVISORY STATUS: Supervisor

EFFECTIVE DATE: 03/06/2008
DEPARTMENT: Clerk/Auditor

JOB SUMMARY

Under general guidance and direction from the elected County Clerk/Auditor, performs supervisory and professional administrative duties relating to statutory Clerk functions. Incumbents serving in this classification are appointed by, and would take over and discharge the duties of, the elected County Clerk/Auditor in the event of his or her absence or disability.

ESSENTIAL FUNCTIONS

Supervises, plans, coordinates, and directs the work and personnel of assigned functions; schedules workload and delegates assignments; oversees training and ensures work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns; evaluates performance and conducts performance appraisals; makes staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.

Oversees Utah County primary, general, and other required elections; coordinates municipal election processes with all Utah County cities and provides assistance in carrying out election responsibilities; maintains a calendar of election dates and assures assignments and deadlines are completed per federal and state election laws; coordinates candidate filings for office and determines if candidate meets legal requirements to campaign and serve in office if elected; coordinates with the Lt. Governor's Office to furnish a certified report of persons elected or appointed.

Assists in the recording and recordkeeping of all proceedings of the County legislative body including making full entries of all resolutions and decisions and recording each member's vote on any question upon which there is a division; authenticates documents with the Clerk's signature and the seal of the County when appropriate; oversees the public inspection process for all County books, records, and accounts the Clerk is required to keep open to the public by law.

Oversees the issuing of all marriage licenses and passports and keeps a register of marriages as provided by law; executes under the Clerk's seal and in the name of and for the County, all deeds and conveyances of all real estate conveyed by the County; takes and certifies acknowledgments and administers oaths; keeps a fee book as provide by law; takes charge of and safely keeps the seal of the County.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough Knowledge of: Laws, codes, regulations, and processes related to administering elections and issuing marriage licenses and passports. **Considerable Knowledge of:** The basic principles and practices of budget development and administration and general and fund accounting. **Ability to:** Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; motivate and effectively supervise others; perform advanced

Book keeping activities and maintain files, records, and reports. **Skill in:** Reading, writing, and accounting; word processing and basic computer programs; creating spreadsheets; and document composition.

PHYSICAL DEMANDS

Regularly sits at a desk; walks, stands, or stoops; uses tools or equipment requiring a high degree of dexterity; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail. Occasionally lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 40 pounds. Needs to distinguish between shades of color.

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

WORKING CONDITIONS

Work is regularly performed in environmentally controlled rooms. Work occasionally exposes the incumbent to stress, contagious or infectious diseases, and/or potentially hostile situations due to interactions with the public.

RECOMMENDED EDUCATION AND EXPERIENCE

Graduation from an accredited university with a Bachelor's degree in a business related field and five (5) years of professional work experience related to elections or similar project management experience including two (2) years in a supervisory capacity.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah driver's license.

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.