



Deputy Clerk

Job Description

Department: Clerk / Auditor
Position: Career Service
Grade: 501
Supervisory: No
Reports to: Tax Administration Supervisor or
Elections supervisor

Summary

Under close to general supervision of the assigned supervisor, performs a variety of clerical duties as needed to expedite the daily processes and statutory obligations of the office of the County Clerk/Auditor. 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. Ensure proper completion of marriage documents; assist and educate marriage officiants, as needed.
3. Provide clerical assistance to various agencies, including legal and law enforcement; research marriage records and/or provide 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; prepare monthly report identifying number of passports submitted.
5. Collect and receipt fees for transactions and services; balance money received at end of day; 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 database; scan and index voter registration forms.
7. Assist with absentee ballot application process; facilitate mailing of absentee ballots in an expedient manner; coordinate sorting of completed absentee ballots for election day counting.

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Job Title: Deputy Clerk

FLSA: Non-Exempt

Effective Date: 2/10/2021

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

ML: Individual Contributor

8. Receive and record filing fees from candidates; issue receipts, notices, and certifications; maintain records of transactions; perform simple mathematical computations.
9. Utilize 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 related to reconciliation sheets, provisional ballot processing, and processing poll worker pay vouchers.
13. Perform functions as backup for the Administrative Associate – Clerk/Auditor; transcribe and maintain minutes of County Commission Meetings; type correspondence and notices for commission, as needed; ensure confidentiality of information and safekeeping of associated records.

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 and various recording and transcription equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Ability to type accurately and at an acceptable rate, based on job duties
- 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 incumbent to others' illnesses and to individuals who 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, ability to adjust focus, and ability to distinguish between different shades of color and patterns. 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 may be 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.

Preferred Education and Experience

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

Additional Eligibility Qualifications

1. Incumbent may be required to obtain State of Utah Certificate of Authority of Notary Public.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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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.

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.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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