



VALLEY COUNTY CLASS SPECIFICATION

Deputy Clerk - Recorder

Department: Clerk/Auditor/Recorder Department **Reports to:** County Clerk **Pay Grade:** 5
Date Established: 1/2017 **Date Revised:** **FLSA Status:** Covered

CLASSIFICATION SUMMARY

The Deputy Clerk-Recorder position is responsible for receiving, documenting, indexing, recording and filing County documents in compliance with applicable legal requirements. Related duties include assisting the public and businesses research and obtain copies of public records; collecting fees for services and licenses; processing passport applications, recording surveys, plats and CP&F's; and assisting other members of the Clerks staff when needed. The position is supervised by the Chief Deputy Clerk with guidance from the County Clerk/Auditor/Recorder. Some latitude is given for independent judgment and initiative within established legal policies and procedures. The principal duties of the position are performed in a public office environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

DEPUTY CLERK/RECORDER

- Distributes and posts Board of Commissioners agenda every Friday; posts agenda on County building, e-mail list and website; prints copies of agenda for department heads, elected officials and Commissioners;
- Creates a synopsis of Commissioner meeting minutes monthly and sends them to local newspaper for publication;
- Helps proof Commissioner minutes; posts minutes on website weekly; files them in public vault;
- Receives documents from the public, mail and electronic delivery system daily for processing; records all documents in compliance with legal requirements;
- Assists title processors and public in researching and obtaining copies of public records;
- Indexes recording linking important documents together;
- Prepares "discs" for Title companies, sending title companies daily reports, document images, instrument lists from previous day;
- Collects fees for services and licenses; counts and balances register and transfers daily money turnover to accounts receivable for data entry;
- Issues alcohol license to eligible businesses and individuals; sends out renewal letters to existing license holders annually;
- Issues marriage licenses and submits licenses to Idaho Vital Statistics;
- Issues alcohol catering permits for events occurring in the County;
- Provides indirect supervision of other passport agents; insures all agents are Certified Agents; sets up annual website training and/or in-person training for acceptance agents; keeps all passport forms current, stocked and accessible to the public;
- Assists the public in completing passport applications, insuring the proper documents are submitted to the US Department of State;
- Collects, analyzes, and authenticates identification and US citizen documents;
- Creates voter registration to county residents; issues absentee ballots during elections; assists in determining proper voting precincts;
- Records Record of Surveys, Plats and CP&Fs; indexes in the proper books located in the public vault;

- Scans all county contracts approved by the Commissioners into Computer Arts;
- Answers most calls to the Clerk's Offices; answers questions; directs calls to other departments; and responds to messages;
- Distributes office mail daily;
- Provides general office support;
- Keeps immediate supervisor fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Responds to Commissioners', elected and appointed officials', County employees' and citizens' questions and comments in a courteous and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Maintains strict confidentiality in all cases;
- Assists other department and County employees as needed or requested;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Notary Public;
- Files voter registration cards;
- Files affidavits of publication in public vault;
- Files claims alphabetically;
- Assists Deputy Clerks in accounts receivable when needed;
- Enters daily turnover from every department and sends to Treasurer's Office for deposit;
- Cross-trains to provide assistance other Department employees, as needed;
- Performs other duties as assigned.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Basic accounting, bookkeeping, and cash handling procedures and techniques;
- Basic math skills;
- Local, State, and Federal election laws, statutes, ordinances, procedures, and techniques;
- Customer service procedures and techniques;
- County Clerk's Office processes, policies, and procedures;
- Current office practices and procedures;
- Record keeping and filing practices and procedures;
- English grammar, spelling, punctuation, and composition;
- Operation of standard office equipment, including a personal computer and job-related software applications.

Skill and Ability to:

- Apply mathematical skills to perform auditing, cash accounting and related financial duties;
- Prepare accurate financial reports;
- Ensure election processes meet or exceed applicable statutes;
- Speak clearly and communicate accurate information to others;
- Use English to communicate effectively with others;
- Prepare and present accurate and reliable oral and written reports;

- Operate standard office equipment, including a personal computer and job-related software applications;
- Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels;
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public;
- Maintain confidentiality.

ACCEPTABLE EXPERIENCE AND TRAINING:

- High school diploma or GED is required;
- Two (2) years accounting experience is required and municipal/government accounting experience is preferred;
- Notary Public certification required;
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.