

DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This is important clerical work involving responsibility for the frequent exercise of independent judgment in planning and administering clerical activities on a moderately large scale. The work is performed in accordance with general instructions regarding the objectives, policies and procedures of the office to which assigned. Detailed clerical operations are usually reviewed in a general manner while action in questions of policy are closely checked by superior. Immediate supervision is exercised over the work of a small number of assistants.

TYPICAL WORK ACTIVITIES:

1. Keeps accounts and makes reports to County Clerk of moneys received;
2. Balances accounts;
3. Receives papers from the public, passes upon same, collects fees and enters papers;
4. Opens mail and answers correspondence;
5. Supervises and assists in naturalization activities;
6. Enters and docket judgments and all papers pertaining thereto;
7. Administers oaths to deputy and special deputy sheriffs and all elective and appointive officers;
8. Supervises the issuance of notaries public, hunting and fishing licenses and drivers' licenses and permits;
9. Supervises the maintenance and safeguarding of validating machines used in issuing plates and licenses;
10. Assumes duties of the County Clerk during the absence of or at the pleasure of the County Clerk;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of office terminology, procedures and equipment; reasonable knowledge of business arithmetic and English; good knowledge of bookkeeping; ability to plan and supervise the work of clerical assistants; ability to follow complex oral and written directions and to prepare correspondence, reports and other materials from general indication as to content and form; especial ability to secure the cooperation of others; good address; good judgment in the solution of complex clerical problems; initiative; integrity; physical condition commensurate with the demands of the position.

RECOMMENDED EXPERIENCE AND TRAINING:

Three years of clerical or bookkeeping experience of which one year shall have involved the performance of moderately difficult clerical or bookkeeping tasks, and completion of a standard high school course, supplemented by a reasonable amount of bookkeeping training; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

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