

Job Description: DEPUTY CLERK

CLASS NO. 105

EEOC CATEGORY: Administrative Support

PAY GROUP: 108

FLSA: Non-exempt

SUMMARY OF POSITION:

Provides a variety of accurate, general, clerical or bookkeeping support work involving typing and/or data entry skills for a specific unit or subunit of a county department in accordance with departmental procedures and regulations.

ORGANIZATIONAL RELATIONSHIPS:

1. **Reports to:** Designated supervisor in the department or unit.
2. **Directs:** This is a non-supervisory position.
3. **Other:** Has regular contact with other departmental employees, the general public, and one or more of the following: attorneys, internal auditors, abstract and tax offices, and law enforcement officials. May have contact with other county departments, public schools, and with local, state, and/or federal agencies.

EXAMPLES OF WORK:

Essential Duties*

Assists the public, responding orally and in writing to requests;

Assists chief deputy and other employees with assigned duties;

Receives payments and issues receipts;

Types correspondence, reports, notices, forms, and other documents, including use of computer with standard word processing, spreadsheet, and/or data base software packages;

Maintains manual and/or computerized statistical data and records for use in preparing reports;

Checks, analyzes, and classifies or alphabetizes materials, conducting research when necessary;

Conducts limited research of records;

Interacts with the general public as assigned for resolution of questions or complaints;

Performs a variety of clerical functions as needed, including making copies, posting information, picking up, sorting, and delivering and/or recording mail, and processing outgoing mail;

**for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.*

CLASS NO. 105 (Continued)

Files information in established files, removes files upon request, and matches files with reports or correspondence as requested;

Takes information from the public to be used in completing forms;

Issues licenses, permits, titles, certificates, warrants, citations, and/or writs or other legal documents in accordance with departmental rules and regulations;

Operates typewriter, adding machine, calculator, copier, postage meter, cash register, computer, and/or other office machines;

Other Important Duties*

May prepare purchasing forms, order and maintain current inventory of supplies, and/or receive and process bills for payment;

May maintain general ledger on daily and monthly cash transactions;

May assist with preparation of payroll records;

May act as receptionist or telephone operator, answering questions and directing visitors;

May reconcile bank statements periodically; and

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: current business practices and procedures.

Skill to: operate, or demonstrate ability to learn to operate, a computer using standard word processing, data inquiry, or spreadsheet software packages and operate a calculator by touch.

Recommended typing speed is 25 net words per minute with a high degree of accuracy. Appointed Department Heads are required and Elected Officials are strongly encouraged to utilize job related skills testing in the application process.

Ability to: correctly utilize business English, spelling, punctuation, arithmetic, and office practices and procedures; understand and carry out oral and written instructions and learn assigned clerical tasks readily; become familiar with legal terminology; establish and maintain effective working relationships with other county employees and officials and the general public; make sound decisions under stress; and work well with interruptions.

Other: may be required to translate between Spanish and English.

CLASS NO. 105 (Continued)

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent (some college work preferred), and one year of responsible clerical and/or bookkeeping work experience, preferably with a governmental entity in, or working with, the legal system;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

May be required to be bondable and/or hold or obtain certification as a Notary Public.