

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.

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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.