

ADAMS COUNTY
CLASS SPECIFICATION

DEPUTY CLERK – ELECTIONS/RECORDER

Department: Clerk/Auditor/Recorder
FLSA Designation: Non-Exempt (Covered)

Pay Grade: 5
Effective Date: Sept. 2004

General Statement of Duties

The election process, maintain recorded documents and other County records; processes passport and indigent assistance applications, and assists the public; performs related work as required.

Classification Summary

The principal function of an employee in this class is to provide effective customer service and records documentation and research. A Deputy Clerk must possess strong clerical and customer service skills; he/she has acquired knowledge of Department functions through on-the-job experience and has become a department-related specialist with a good working knowledge of Department policies and procedures. The work is performed under the supervision of the County Clerk, although some latitude is granted for independent judgment using standard practices to resolve customer issues or correct procedures. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- *General:* answers incoming phone calls and greets walk-in customers, provides general information to the public, answers questions and inquiries, provides specific information about indigent assistance, recording issues, all matters about elections, and passport applications.
- *Elections:* processes all elections for the county, new voter registrations and updates voter registration database for address changes, names changes, precinct changes, street updates, taxing district updates, and maintains physical voter files following elections checks voting machines, maintain and update taxing district trustees information and performs other election tasks as needed and assigned;
- *Welfare assistance:* instructs, assist, process all welfare claims as stated in Idaho statutes which includes interviews, and screens applicants, process appeals, CAT quarterly reimbursements, monthly billings.
- *Recordings:* records documents brought to the office or received online through Simplifile according to law. Keep and maintain recording balances; communicates weekly billing amounts to local title companies;
- Issues marriage licenses, beverage licenses, and catering permits;

- Files, copies and maintains a variety of documents including marriage and beverage licenses, real estate documents (surveys, plat maps, cornerstone records), and related documents;
- Prepares, distributes, and maintains a variety of documents, correspondence, log sheets, applications, and related documents.
- Reconciles Odyssee court funds daily and enters appropriate ACs to deposit those funds with the Treasurer;
- Processes completed passport applications and send them on to the Department of State for processing; maintains passport compliance materials;
- Relates and interprets applicable laws, ordinances, codes, and policies;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
- Attend all training necessary for various jobs -may require traveling.
- Commissioner minutes; attend and take minutes for the Adams County Board of Commissioners

Other Duties and Responsibilities

- Backs up other Deputy Clerks as necessary;
- Performs other related duties as required.

Knowledge, Skills, and Abilities

Knowledge of:

- Operation of standard office equipment, including a personal computer and job-related software applications;
- Idaho Code relating to elections;
- Community resources available for welfare services as alternatives to County;
- Interviewing and verification methods relative to examination of claims;
- Federal, state, and County laws, ordinances, and regulations governing welfare service eligibility;
- Customer service procedures and techniques;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures;
- Bookkeeping and record-keeping practices and procedures.

Ability to:

- Be happy and willing to work
- Follow written and oral instructions;
- Strong technical skills
- Detailed oriented
- Evaluate and analyze customer needs to provide exceptional customer service;
- Learn Department functions thoroughly to provide general information and explain detailed Department processes and procedures;

- Explain regulatory compliance issues related to the assigned Department's function;
- Maintain records efficiently and accurately;
- Maintain confidentiality;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform duties accurately and efficiently under time-sensitive deadlines;
- Respond courteously to customer inquiries;
- Work well under pressure;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, elected and appointed officials, and the public;
- Communicate effectively both orally and in writing.

Acceptable Experience and Training

- A high school diploma or GED equivalency is required, preferably supplemental with course work in accounting, secretarial or other business applications; and
- One (1) year general office experience is preferred; or
- Any equivalent combination of experience and training provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in-person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, agility, and balance, ability to lift 25 pounds occasionally, with or without reasonable accommodation, which permits the employee to work in an office environment.

Benefits for this position:

- Medical and dental paid by the employer
- Rate of Pay: DOE \$16.39 to \$17.38/hr