

Kane County

Job Description



Job Title: Deputy Clerk / Deputy Auditor	Job Code:
Division: Clerk	Effective Date: 12/01/10
Department: Clerk/Auditor	Last Revised: 12/01/10

GENERAL PURPOSE

Performs a variety of routine **clerical and Secretarial duties** as needed to expedite the daily processes and statutory obligations of the office of the County Clerk.

SUPERVISION RECEIVED

Works under the general supervision of the County Clerk/Auditor or Chief Deputy Clerk/Auditor.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS (Performs Some or All of the Following)

Issues Business Licenses, Beer Licenses, Marriage licenses, passports, and keeps records on the same; receives and receipts fees and assists with elections as needed; assists the public over the counter and on the telephone; supports office records officer in compliance with Utah GRAMA guidelines.

Assists with preparation of commission meeting packets; takes minutes of county commission meetings requiring transcriptions; types all minutes of county commission meetings; assists in the update and maintenance of minute indexes.

Assists in the management of various permanent records such as contracts, ordinances and bond certificates; assures proper filing; monitors access to records and files; makes copies and distributes according to government records management laws and guidelines; acts as a notary validating official status of various documents.

Assists with annual tax sale; responds to public inquiries regarding tax sale purchases; educates general public regarding tax appeal processes; reviews and processes property tax abatement applications and exemptions, i.e., veterans, blind, circuit breaker, indigent, etc.; receives, documents and processes Board of Equalization (BOE) applications and all duties as assigned.

Appropriations: Prepares payments for County purchases through collection and correlation of all Department requisition packets (including backup documentation); creates computer generated Purchase Orders and enters Purchase Order numbers for payment.

Print reports pertaining to payment of County purchases (bills), and submitting a request to the County Treasurer's office for checks to be issued; prepare checks for mailing by including any remittance slips or copies of invoices; joins and attaches colored copy of the check to the Purchase Order and Requisition for filing; returns checks to the Treasurer for mailing; prepares check register for review, approval and signature of County Commissioners and Clerk/Auditor.

Financial Reports: Weekly, prints and distributes budget status reports to the Department Heads showing the expenses incurred for that week and the balances; updates report Month's Binder; distributes quarterly detail print outs of Budget reports to each Department and for filing; weekly, generates revenue and expense reports and balance sheets for Commissioner's review each week.

Business/Beer Licenses: Send out renewal letters annually, and accept applications for new Business/Beer Licenses and appropriate fees; processes new applications for planning and building review; receives and processes Beer License applications and apprises applicant of "back ground check" responsibility and Sheriff's Office approval; tracks approval process and collects fees, issues printed license for business display; updates permanent records binder.

Marriage Licenses/Passports: Prepare and issue Marriage License application for signing by the applicants. Receipt fee for said license. Issue Marriage License Certificate to applicants, and submit the completed application to 6th District Court for processing; ensures proper and timely distribution of licensing information and mailing to state vital records; assists public with passport application process.

Fleet Vehicle Registration: Keep record/inventory of County vehicles; ensures registrations are current with the State Tax Commission, Motor Carrier Division; updates vehicle insurance; receives departmental VIN numbers verifications, current registrations and any changes; identifies trade-ins or new vehicle purchases; secures new titles as needed; utilizes password security access to document new vehicle information for UCIP.

Fixed Assists: Computer enters updates of fixed asset records, i.e., exchange of vehicles, and new construction, etc.

Board of Equalization (BOE) Receive, file and keep track of BOE applications and any back up documentation; computer enters application information; scans supporting and application; updates application and backup Binder's; copies of all documents are given to the Assessor's office; schedules appointments and appeals; apprises applicants of

State BOE options and application process; review BOE Assessor decisions, mail notices to ALL appellants; files record of the BOE decisions.

County Tax Sale Assist in preparation and notifying property owners of the annual Tax Sale that the County holds on properties that are five years delinquent on taxes; mailing out two copies of the notice, one regular mail and one certified mail; posts property list for public review, and publishes in the local newspaper; updates lists as payments are received; assists with the public bidding process, tracking bidders.

General Office Support: Assists customers at the counter, receives and receipts payments; renews postage machine and prints usage reports; prepares daily deposits and runs related reports; ensures proper filing of various documents, i.e., contracts, agreements, correspondence, inter-office communications, etc.; orders office supplies

Performs related duties as required and other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

AND

B. One (1) years of experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of general operations of the clerk/auditor office, and various customer/public services, i.e., office machines and filing systems; interrelationships of all county departments; basic filing systems, alpha and numeric; standard office practices and procedures related to filing and record keeping; personal computer operations and various data and word processing applications.

Ability to follow instructions; work under stressful working conditions created by strict time frames; manage angry individuals and unpleasant situations; apply generally accepted accounting principles in financial reporting; work quickly and accurately with figures; perform basic mathematical computations; work under time pressures in meeting deadlines; communicate effectively, verbally as well as in writing; develop and maintain effective working relationships with elected officials, professionals, the public and fellow employees; operate a variety of types of standard office equipment and machines such as 10 key calculator, personal computer.

3. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities including lifting up to 25 lbs, Talking, hearing and seeing essential to completion of essential functions. Rapid work speed required performing keyboard operations. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking; guided and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)