

Kane County

Job Description



Job Title: Deputy Clerk / Auditor I	Job Code:
Division: Clerk	Effective Date: 2/28/21
Department: Clerk/Auditor	Last Revised: 2/28/21

GENERAL PURPOSE

Performs a variety of entry level complex clerical and secretarial duties as needed to expedite the daily processes and statutory obligations of the office of the County Clerk/Auditor.

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)

Clerk: Issues marriage licenses and keeps records on the same; receives and receipts fees; issues passports; assists the public over the counter and on the telephone; answers correspondence received by the office; maintains various vital records related to passport applications, etc.; supports office records officer in compliance with Utah GRAMA guidelines.

Assists with preparation of commission meeting packets; takes and prepares minutes of county commission meetings requiring transcriptions; prepares Commission packets and other duties as required to assist in the facilitation of Commission Meetings; types correspondence and notices for commission meetings as needed; 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 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. Assists with all duties required in preparing the County tax roll.

Assists in maintaining and invoicing departments for the County postage machine.

Assists with the distribution of incoming mail.

Elections: Assists in preparing legal notices and publications as required by law; receives and reviews petitions to run for office; assists to oversee the ongoing and periodic processes of the office related to voter registration, balloting, record purging, forms processing and election results processing.

Auditing: Assists with all aspects of financial and performance audits, as needed. Assists in processing and issuing payments to Vendors providing services for Kane County and to include all related duties. Assists with maintaining records of all County fixed assets. Assists the County Clerk/Auditor as needed in performance of all budget and corresponding duties. Deposits funds as required with County Treasurer.

General Office Support: Assists customers at the counter, receive and receipt payments; communications with customers, employees, and other individuals to answer questions, disseminate or explain information; answer telephones, direct calls and take messages; compile, copy, sort and file records of office activities, business transactions and other activities; provide quality service and support in a variety of areas; professionally handle incoming requests from customers and/or public to ensure that issues are resolved both promptly and thoroughly.

Performs related duties as required and other duties as assigned.

MINIMUM QUALIFICATIONS

- 1. Education and Experience:
 - A. Graduation from high school or equivalent;
 - AND
 - B. One (1) year of experience performing above or related duties;
 - OR
 - C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Some knowledge of general operations of the clerk/auditor office, and various customer/public services, i.e., marriage licenses, passports, 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.

Must pass a criminal background check.

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)