

## Champaign County Job Description

**Job Title:** County Clerk

**Department:** County Clerk

**Reports to:** ELECTED POSITION

**FLSA Status:** Exempt

**Prepared Date:** April, 2004

**SUMMARY** Directs the County department responsible for issuing licenses, maintaining vital statistics, registration of voters and conducting elections.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Responsible for the office that issues County licenses (marriage, motel, liquor, bingo), maintains records and issues certificates of Vital Statistics (birth death, marriage), computes tax extensions and Mobile Home Privilege Taxes and maintains accurate County maps.

Responsible for the registration of voters and the filing of documents from candidates for Campaign Disclosure Statements and Statements of Economic Interest.

Responsible for overseeing preparation of County-wide elections including ballots and election supplies. Responsible for the hiring, training and certification of election judges. Responsible for arranging for employees to tabulate votes and the election night procedures.

Supervises the preparation of the departmental budget, projecting expenditures and monitoring budget expense.

Adopts policies and procedures for the County Clerk's Office operations.

Reports department activities to the County Board as required.

Meets with government agency representatives, County Department Heads and the general public as needed.

**SUPERVISORY RESPONSIBILITIES** Directly manages the Chief Deputy County Clerk who supervises a total of 18 to 22 regular employees in the department and 700 to 800 election judges and 50 to 70 employees for tabulating votes. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** as may be required.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers and the general public.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** as required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.