

## Champaign County Job Description

**Job Title:** Deputy County Clerk

**Department:** County Clerk

**Reports To:** Chief Deputy

**FLSA Status:** Non-exempt

**Employment Status:** Bargaining Unit - AFSCME General Unit

**Prepared Date:** April, 2004

**SUMMARY** Performs duties involved in processing and maintaining vital records, County documents, voter registration, election and tax information.

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

Responds to questions and prioritizes requests about vital records, voter registration, elections or taxes via telephone, mail or in-person contact.

Uses discretion and extreme confidentiality in providing and protecting information due to highly sensitive material such as births, adoptions, paternity, deaths, marriages and dissolutions.

Opens, date stamps, sorts and distributes mail.

Records; makes computer entry; and files vital records, resolutions, ordinances, oaths, minutes and other official documents.

Uses the data base system to search and retrieve vital records.

Issues certified copies of vital records to the public.

Issues marriage licenses.

Processes web orders and Vitalchek orders.

Calculates, accepts and receipts fees into the accounting system.

Balances daily transactions and cash drawer.

Keystrokes and prints occasional correspondence, lists and reports.

Uses the data base system to enter, search and retrieve voter addresses, precincts, polling places, election results, etc.

Registers voters and adds them to the data base; processes voter changes; updates and maintains both the active and inactive voter files. (Information includes address standardization, precincting and tax coding.)

Scans and verifies voter signatures.

Processes absentee ballots.

Assists in preparation of election supplies and the training of election judges.

Attends County Board meetings, films, takes notes or transcribes from tapes and scans the minutes for input on the web. Pursues documents from various offices for the agendas and the minutes.

Performs election night duties which may involve assisting election judges, locating coordinators, operating ballot card readers, directing media and scanning and totaling ballots.

May perform duties in annexations, Statements of Economic Interests, mobile home registration, entertainment licenses, hotel/motel licenses, notary public registration, assumed business registration, campaign disclosure recording, e-mail or web page activities and other duties as assigned.

**SUPERVISORY RESPONSIBILITIES** This job does not exercise supervisory responsibilities.

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

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Friendliness and courtesy is a must. Knowledge of the County community and its organizational structure is mandatory. Must have knowledge of the Election Code and Vital Statistics rules and procedures. Requires knowledge of the English language and spelling, plus knowledge of modern office practices and procedures. Should have knowledge of office equipment and of AS/400 computer entry. Should have knowledge of Microsoft Access, Excel, WordPerfect and Exchange software programs.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret data, legal documents, election procedures, or governmental regulations. Ability to prepare reports, business correspondence, and lists. Ability to work under time constraints and deadlines highly desirable. Ability to effectively present information and respond to County Officials, media representatives, employees and the general public.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Registered voter and willing to take the oath as Deputy County Clerk.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand; stoop; kneel; crouch; and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

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

**Note: This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position with the job class. "Essential functions" are to be determined at the position or job level within each department.**