

Champaign County Job Description

Job Title: Chief Deputy County Clerk

Department: County Clerk

Reports to: County Clerk

FLSA Status: Exempt

Grade Range: K

Prepared Date: June, 2011

SUMMARY Administers, manages and supervises the operations of County Clerk's office. Supervises staff members and over 700-800 temporary election workers. Serves as liaison to County offices, other government agencies and the public. Assumes responsibility for the County Clerk in the latter's absence.

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

Assumes responsibility for the County Clerk in the latter's absence.

Responsible for issuing County licenses (marriage, motel, recreation), maintains records and issues certificates of Vital Statistics (birth, death, marriage), computes tax extensions and Mobile Home Privilege Taxes and maintains County maps.

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

Oversees 130,000 voter registration records and election preparations for three to four elections held within a two-year time period. Ensures that accurate ballots and election supplies for precincts are ordered. Supervises the hiring, training and certification of 700-800 election judges for 117 precincts. Assigns 50 to 70 full and part-time employees responsible for tabulating votes at the Counting Center voting stations and supervises election night counting procedures.

Supervises the preparation of the Manual of Instruction for County Election Judges which involves adopting the State Board of Election Manual to reflect specific election procedures used in the County. Ensures that all statutory requirements are met before, during and after the election.

Supervises preparation of the departmental budget, projecting expenditures and monitoring account balances to meet budget limits.

Functions as the Personnel Officer for the department. Recommends promotions, re-classifications, disciplinary action and termination of employees and completes employee performance evaluations. Maintains departmental personnel files for both routine and

confidential matters. Compiles statistical reports on recruitment, hiring, promotions, terminations and related matters.

Formulates policies and procedures to improve office efficiency and determines needs for policy changes. Implements new procedures and budget changes based upon newly adopted legislation.

Provides input and direction of the publication of the website and the voter guide.

Supervises writing of the official County Board minutes.

Meets with representatives of State Board of Elections, attorneys from the State's Attorney's Office, Illinois Department of Revenue, Illinois Department of Health and other officials as needed.

Assists with government relations projects, monitoring relevant federal, state and local legislation and regulations, suggesting improvements in legislation and regulations, and collaborating with federal, state and local officials to ensure that office goals are considered during legislative and regulatory processes.

SUPERVISORY RESPONSIBILITIES Directly supervises 15 full-time and/or part-time and over 700 temporary election employees. Carries out supervisory responsibilities in accordance with the County's policies, ordinances and applicable laws. Responsibilities include interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising performance; recommending 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 Bachelor's degree (B. A.) from a four-year college or university with a degree in Public Administration or a directly related field. Additional experience in problem solving, management skills, personnel administration and public administration are desirable; or equivalent combination of education and experience. Computer office software knowledge and personal computer operation experience are necessary.

LANGUAGE SKILLS Ability to read, analyze, and interpret legislation, 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 Federal, State and 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 solve practical problems and deal with a variety of variables in situations where interpretation is required or where limited standardization exists. Ability to interpret a variety of instructions furnished in writing or orally.

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 walk; sit; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and distance vision.

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.