

WASHINGTON COUNTY
Job Description

JOB TITLE: Chief Deputy County Clerk

Exempt (Y/N): No

DEPARTMENT: County Clerk's Office

DATE PREPARED: September 2012

SUPERVISOR: County Clerk

SUMMARY:

Under the direction of the County Clerk, the Chief Deputy County Clerk is responsible for the general operation of the County Clerk's office in an efficient and responsible manner, to provide assistance to the County Clerk, and serve as County Clerk in their absence. The incumbent assists in the training, supervision and record keeping of the employees within the County Clerk's office. Because of the nature and diversity of the work on the job training is provided, requiring close supervision by the incumbent. Work involves considerable interaction with the public and various agencies. The incumbent manages the flow of 30-300 public contacts, other agencies, and county offices per day, via phone or in person. During election years up to 15,000 new voters and 20,000 address changes are handled, in addition to more than 16,000 early voters. This person also serves as System Manager for the computer networking system as well as Head probate Clerk for Circuit Court. Responsibilities include interviewing, hiring and training employees; assigning and directing work; appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems. In addition the incumbent is responsible for probate and county trust accounts and collections over \$400,000.

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

1. Ensure all parties contacting the County Clerk's office are given prompt, and efficient and accurate service concerning the specific aspects of their inquiry.
2. Serve as County Clerk during the incumbent's absence.
3. Resolve problems and deal with customers in a professional manner. (Deal with angry customers as it relates to voter registration, marriage licenses, etc.
4. Plan office schedule on daily basis. Fill in where needed.
5. Design office procedure to handle the paperwork and establish workflow.
6. Supervise and perform data processing to include System Manager for computer networking.
7. File wills, administrations, guardian, adoptions, and pleadings according to procedure.
8. Set up new executor, administrator, guardianship & adoption file-folders and pleadings.
9. File County Court proceedings and set up case files for each.
10. Assist abstractors and attorneys in learning the proper procedures used in Washington County Clerk's office.

11. Assist County Clerk with matters involving County policies. Traveling out of town with the County Clerk to various advisory meetings.
12. Maintain the security of all Adoption files under lock and key. Ensure that all Adoption records are maintained in a confidential manner and information relating to an Adoption is not released except to authorized personnel.
13. Order amended birth record from the Bureau of Vital Records for all final Adoptions.
14. Maintain vacation time and sick time of each employee.
15. Total and calculate time cards for all full time and part time employees.
16. Deal directly with Secretary of State concerning computer software problems with Motor Voter and Hava.
17. Report to Judicial Department on status of all probate files. Report all closed cases and for what reason, as per judgment, transferal, dismissal, etc. Report on each case, the attorney, date of filing, manner of filing, court division, closing date and disposition.
18. Open and distribute mail.
19. Attend meeting with the County Clerk and in her absence conducted by the Quorum Court or Quorum Court Committees relating to the operations of the County Clerk's Office.
20. Attend Election Commission Meetings.
21. Report to Circuit Judges all cases that have delinquent accounts.
22. Maintain ledge docket for all trust account monies deposited with the Court to include making deposits and writing checks. Monies annually in excess of \$400,000.
23. Record and docket all transactions in Probate Court, County Court and Trust Account funds.
24. File and maintain records for County Court including annexations, condemnations, and private road cases. Planning Board and Equalization Board appeals, and issuance of subpoenas and summons concerning these cases.
25. Coordinate with the Election Commissioners division of voting precinct boundary lines to ensure proper changes are made on maps used by Clerk's office, commissioners, and other entities.
26. Contact news media pertaining to legal notices for Probate and Quorum court, deadlines for voter registration, absentee voting, etc.
27. Ensure that all activities are professionally and ethically performed in accordance with the laws to protect the individual rights of Washington County.

QUALIFICATIONS:

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

1. EXPERIENCE-GENERAL:

High school diploma with emphasis in office management. Good Organizational skills are essential for this position. In the absence of the County Clerk, the incumbent acts as the supervisor of the County Clerk's office. In addition to supervising full time employees, must also supervise 6+ additional part-time employees during election time.

2. EXPERIENCE-MANAGEMENT:

Directly supervises all employee within the County Clerk's Department. Carries out supervisory responsibilities in accordance with the County policies and applicable laws. Responsibilities include interviewing, assisting in hiring, terminating and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.

3. EDUCATION:

The incumbent must have a minimum of high school diploma or general education degree(GED) with emphasis in office management. Seven (7) years of office experience with specialized knowledge of computers, and extensive knowledge in County & Probate law. Ability to operate computer networking system and computer management. The individual must have excellent written and verbal communication skills as well as understanding of legal terminology and judicial proceedings.

4. INITIATIVE & INGENUITY:

In this seniority position, the incumbent must be able to proceed alone and make quick and accurate judgments without seeking authority from a superior. They must be resourceful and creative in decision-making. Must be able to organize work in an efficient manner and have the ability to train others in a patient, diligent manner.

5. MENTAL DEMAND:

Problem solving skills are crucial to this position. The individual must be able to use his/her own judgment to determine matters.

6. ANALYTICAL ABILITY/PROBLEM SOLVING:

With the many facets of this position, problem-solving skills are crucial. The individual must have excellent reasoning and logic to communicate with employees and the public. This individual must have good communication skills along with a friendly, yet professional and informative manner. Must be responsible and have the ability to make mid-management decisions with little or no review of top management. Must have the ability to analyze facts and statements. In election areas an investigative mind is mandatory.

7. RESPONSIBILITY FOR WORK OF OTHERS:

The incumbent is responsible for overseeing the daily work of all county clerk deputies along

with her daily duties. The incumbent carries out supervisory responsibilities in accordance with the County's policies and applicable laws.

8. **RESPONSIBILITY FOR FUNDS:**

The incumbent has the responsibility of overseeing the County Clerk's trust account. The individual is responsible for the depositing; check writing, and tracking of funds in excess of \$400,000.

9. **RESPONSIBILITY FOR ACCURACY:**

In this position the individual must be accurate in all areas they perform. With duties such as entering all case files in the computer and proofing such cases, correcting voter map boundaries due to annexations, determine specific locations on maps, and making problem-solving decisions.

10. **ACCOUNTABILITIES:**

In the training and direct supervision of all Deputy County Clerks, the incumbent must be accountable for the knowledge instilled in the clerks. This incumbent is accountable for the operation of the County Clerk's office.

11. **CONTACT WITH PUBLIC:**

This incumbent has contact with the public constantly. In this capacity, the incumbent has many contacts with attorneys and other various agencies within and outside the clerk's office daily. It is mandatory to be courteous, understanding and helpful. The incumbent must have the ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients and general public.

12. **CONTACTS WITH EMPLOYEES:**

At all times the incumbent must have the ability to stimulate the employees while keeping a good rapport within the office. They must keep an even balance between being supervisor and fellow employee.

13. **MACHINE-COMPUTER OPERATIONS:**

The incumbent must possess strong computer skills with understanding various software applications. Must have the ability to setup and maintain office computers. The incumbent must have working knowledge of general office machines such as copiers, fax, printer etc.

14. **WORKING CONDITIONS:**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

15. **PHYSICAL DEMAND:**

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. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the employee must sit for long periods of time; occasionally stand and walk; use hands to finger, handle, or feel objects and to talk and hear. The employee must occasionally be required to lift up to 10 pounds and must occasionally reach with hands and arms.

Specific vision abilities required by this job include close vision and abilities to interpret small numbers and letters on reduced copies and maps.