

WASHINGTON COUNTY
Job Description

JOB TITLE: Deputy Clerk II-E.Q. Executive Secretary

Exempt (Y/N): No

DEPARTMENT: County Clerk

DATE REVISED: September 2012

SUPERVISOR: County Clerk, Chief Deputy
County Clerk

SUMMARY:

Under the direction of the County Clerk, the Deputy County Clerk provides many support services to the County Clerk's Office by providing assistance to attorneys and the general public. The incumbent is responsible for all Equalization Board functions including the mailing of statements for all appeals in excess of 2000. The incumbent is responsible for taking and preparing minutes for all Board appointments; prepare & balance equalization board abstract with Assessor and file with Assessment Coordination Division. The incumbent must also file and record all board appeals made to County Court. The incumbent is responsible for data entry, maintaining and updating all voter registration records for Washington County. Work involves very close mental demand and interaction with the public and various agencies. In addition the incumbent provides assistance to the public in taking and issuing marriage license, filing & recording DBA's, power of attorneys, and recording minister credentials. All functions must be performed efficiently in an accurate, timely, and professional manner as data entry and records are of vital importance.

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

Equalization Board

1. Serve as Secretary to County Equalization Board for all meetings. Take and prepare minutes for all meetings and complete all necessary documentation as a result of that meeting; prepare and balance equalization board abstract with Assessor and file with Assessment Coordination Division. Requires the ability to handle an increasing volume of property assessment research and logistics with making appointments for the Equalization Board and County real estate property owners.
2. Must prepare and mail statements to all taxpayers whom have appeared before board within 10 days of appointment.
3. Prepare journal of all minutes that are approved by board for permanent record.
4. Prepare and publish report of all changes in property assessments. Must be categorized by City, Rural, Urban & School district locations.
5. Prepare Equalization Board abstract and file with Assessment Coordination Division in Little Rock.

6. Re-appraisal appeals to County Clerk.
7. Calculate assessment changes.

Other Duties

8. Complete registration of voters including designation of precinct/school districts.
9. Resolve problems and deal with customers in a professional manner.
10. Perform data entry to include new registration, address changes and voter cancellation.
11. Coordinate early and absentee voting for Washing County data entry includes
 - a. Look-up proper voter, enter method of voting and person obtaining ballot.
 - b. Print out application of early voter for signature.
 - c. Pull PROPER ballot that corresponds with voter precinct.
 - d. Initial each ballot.
 - e. Explain process of marking, depositing and voting ballot to early voter. For absentee voter, mail ballot along with all documents and instructions for voting and returning ballot.
12. Mail notification ID cards to all new registrations confirming registration or address change.
13. Maintain other records such as deaths, convicted felons, voter affidavits, returned letters and ID cards.
14. Scan voters that have voted at polls from signature lists into computer, and make necessary address changes from polls.
15. Assist in the office, accept and issue records for marriage licenses, court documents, etc.
16. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of Washington County.
17. Ensure all voter registration and election problems are handled in a timely manner and efficiently.
18. Process monthly retirement reports for Washington County.
19. Prepare and mail packets to each school district, which includes information necessary to file for a school board position and report filing deadlines.
20. Must check all candidates' petitions for at least (20) valid signatures so they can be placed on the ballot.
21. Enter qualifying candidate's information in computer for ballot preparation.

22. Receive and receipt cash for transactions.
23. Notify each candidate, by mail, within 14 days after deadline for filing for office of the deadlines for filing the 10-day pre-election and final reports required and furnish each candidate with the appropriate forms and instructions for complying with deadlines.
24. Must verify names of candidates and certify to county Board of Election Commissioners.
25. Must certify in triplet to each school district, the newly elected candidate, copy of ballot, election certification and clerk's certificate after each school election.
26. Mail to each newly elected candidate a notice of election, oath of office, and certificate of election.
27. Must file and maintain all oaths of offices for each school board director.
28. File notice of all school elections.
29. Maintain current school district boundary map with legal descriptions.
30. File and maintain register of all transfer of children between districts.
31. Enter all marriages in permanent record, conversion and covenant marriages.
32. Enter and maintain all county warrants.

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

Minimum high school diploma or general education degree (GED); four (4) years previous office experience which includes experience in taking and transcribing minutes. Requires excellent computer skills, one (1) year data-processing experience is necessary.

EXPERIENCE:

The incumbent should possess good typing, strong computer skills; excellent interpersonal skills; have strong written and verbal communication skills. The incumbent must have working knowledge of general office machines such as computer, copier, fax, printers, etc.

INITIATIVE AND INGENUITY:

This individual must be a self-starter and proceed without supervision in order to keep up with the volume of voter registration mailed in on a daily basis. The incumbent must be capable of making decisions on proper precincting of voters without direction from others. The individual must be able to

think quickly and effectually to research information for the customer.

MENTAL DEMAND:

Must be able to concentrate on a high level. The incumbent must be able to multi task at a moments notice.

ANALYTICAL ABILITY/PROBLEM SOLVING:

The individual requires continuous attention to details. They must have the ability to second-guess and problem solve with little information or wrong information. They must have the ability to use common sense in order to carry out written, oral or diagrammed instructions and the ability to deal with problems involved in a situation of a routine nature.

RESPONSIBILITY FOR FUNDS:

Money passes through the incumbent's hands on a daily basis. It is their responsibility to accurately collect and receipt fees.

RESPONSIBILITY FOR ACCURACY:

The individual in this position must possess above average computer skills and above average accuracy in data entry. The incorrect data input could affect the outcome of elections.

ACCOUNTABILITIES:

The incumbent is accountable not only the County Clerk's Office but to the public as a whole. They are accountable to the Board of Equalization, voters, election workers, abstractors, attorneys, court systems, etc. One error in data entry would be monumental to an individual's life. This involves issuance of marriage license, voter registration, early voting, filing probate documents and DBA's.

CONTACTS WITH PUBLIC:

Deputy Clerk's have contact with the public constantly. Their daily job as office clerk or by way of telephone , it is mandatory to be courteous, understanding and helpful. They must have the ability to effectively communicate information and respond to questions in person-to-person and small group situations with customer, clients, and general public.

CONTACTS WITH EMPLOYEES:

The incumbent must have a high degree of camaraderie to work together daily. They must be able to get along with their fellow employees and cover for each other.

OTHER SKILLS and ABILITIES:

The incumbent should possess accurate data entry and typing skills; strong computer skills, and excellent interpersonal skills when dealing with public and other employees. They must have knowledge of modern office practices, procedures and equipment; have strong written and verbal communication skills; and have knowledge of general office machines such as calculator, copier, fax, printer, etc.

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

While performing the duties of this job, the employee must frequently sit and to talk or hear; occasionally stand and walk; use hands to finger, handle, or feel objects. Also, the employee must occasionally reach with hands and arms. Specific vision abilities required by this job include close vision. The employee must frequently lift or move up to 10 pounds and occasionally be required to lift or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here 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.