

COUNTY OF LEELANAU
JOB DESCRIPTION

DEPUTY CLERK

Supervised by: County Clerk and Chief Deputy County Clerk
FLSA: Non-Exempt

General Summary:

Under the supervision of the County Clerk and the Chief Deputy County Clerk, assists in performing the statutory duties of the office, processing numerous legal registrations and documents, maintaining vital statistic records, and issuing permits. May represent County Clerk's Office when necessary, following well-defined policies and procedures. Incumbents are involved in sensitive issues, handling confidential information which requires discretion and utmost accuracy.

Essential Job Functions:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

1. Processes co-partnerships and assumed names, issuing certified copies, entering data into dBase and compiling monthly reports.
2. Processes birth certificates, death certificates and marriage licenses, including reviewing the documents for errors, issues certified copies and submits monthly reports to state.
3. Processes voter registration which involves screening, recording, directing applications to the correct Township Clerk and quarterly reports to the Secretary of State. Is the Deputy Registrar for statewide voter registration.
4. Answers general questions regarding Circuit Court. Files Circuit Court documents. Types and indexes the circuit court Journal.
5. Assists county residents at the counter and over the telephone, handling inquiries and processing passports, marriage applications, concealed weapon permits and military discharges. Assists with genealogy research over the county.
6. Answers incoming correspondence such as genealogy research, vital statistics requests and court searches.
7. Informs notaries of their notary dates, processes notary bonds and prepares quarterly reports to the State.
8. Attends committee meetings of the County Board of Commissioners compiling information, typing committee minutes on word processor. Compiling all follow up necessary.

9. Maintains County Clerk's Office cash receipts journal. Formulates and submits bi-weekly report, along with cash received, to the County Treasurer.
10. Works on elections, assisting with vote tally on election night. Assists County Clerk with election, as needed.
11. Handles the duties of other Clerk's office personnel as workloads, temporary absences or emergencies dictate.
12. Performs various other related duties as assigned.

Employment Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualification necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Education:

Possession of a high school diploma or the equivalent, with courses taken in typing, accounting, office machines, word processing, computer operations or related subjects.

Experience:

A minimum of two years of clerical experience which involved computer operations and word processing activities. Preferably in a Clerk's Office setting, or the equivalent. Six-month orientation period.

Necessary Special Requirements:

Incumbents in this classification must be a U.S. citizen and a Leelanau County resident. Must be able to work under stressful conditions in less than desirable working conditions.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 is required to communicate with others in person and on the telephone. The employee must write and read written and computerized documents, handle money, and file documents as needed. The employee must frequently lift and/or move objects of lightweight and occasionally lift objects of varying weight.

While performing the duties of this job, the employee regularly works in a business office. The noise level in the work environment is usually quiet to moderate, but can be loud.