**Oceana County**

**JOB DESCRIPTION**

Bargaining Unit: General, Non-Union

FLSA: Exempt

**Job Title:** Chief Deputy County Clerk **Salary Range:** PALSS

**Department:** County Clerk’s Office **Hours:** 35 hours/week

1,820 hours/year

**General Summary:**  Perm, Full time

Under the direction of the County Clerk, is responsible for assisting the County Clerk with administering all aspects of office operations. A primary responsibility involves the processing of all accounts payable functions, including journal entries, and general ledger distributions. Produces a variety of financial reports. Assists during various audits such as the annual county audit and worker compensation audit.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

* Oversees the office and serves as the Clerk of various boards and commissions during the absence of the County Clerk.
* Performs all accounts payable functions, including processing journal entries and other general ledger distributions.
* Produces financial reports.
* Manages all aspects of the jury system including working with the Jury Board.
* As needed, processes, maintains, and manages all vital records including marriage, birth, and death records; Notary applications, business filings, and military filings, voter registration, and concealed weapons applications.
* Operates the cash receipting system and balances cash reports as needed.
* May perform the duties of staff during absences or times of increased workload.

**Knowledge, Skills, & Abilities:**

* Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
* Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
* Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
* Ability to read and comprehend documents including cash receipts, financial reports and other correspondence.
* Ability to accurately file documents and records.
* Ability to establish and maintain effective working relationships with coworkers and the general public.
* Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
* Ability to meet required deadlines.

**Minimum Qualifications:**

Education:

* The Chief Deputy County Clerk is appointed by the County Clerk and there is no requirement for education. For job evaluation purposes, the recommended education requirement is at least high school diploma. College-level coursework in accounting, business administration is highly preferred.

Experience:

* The Chief Deputy County Clerk is appointed by the County Clerk and there is no requirement for work experience. For job evaluation purposes, the recommended experience requirement is at least one year of experience in an office setting, performing basic accounting tasks, and working with the public.

**Physical and Mental Abilities Required for Performing Essential Job Functions:**

* Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to move books weighing up to 20 lbs.
* Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
* Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
* Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
* Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
* Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
* Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
* Requires the ability to communicate orally and in writing.
* Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
* Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

**Working Conditions:**

* Works in a comfortable office environment provided by the county.

**Other Requirements (if applicable):**

* None.