

# Logan County

## Job Description



<b>Title:</b> Deputy Clerk I	<b>Code:</b>
<b>Division:</b> Administration	<b>Effective Date:</b> 6/07
<b>Department:</b> County Clerk/Recorder	<b>Last Revised:</b>

### GENERAL PURPOSE

Performs a variety of **entry level clerical duties** as needed to expedite the efficient and effective delivery of public services afforded through the office of the County Clerk/Recorder. May be assigned to perform clerical functions within the division of Motor Vehicle, Elections or Recording.

### SUPERVISION RECEIVED

Works under the supervision of a division supervisor, County Clerk and Recorder, Chief Deputy Clerk, or Deputy Clerk II while in training.

### SUPERVISION EXERCISED

None

### ESSENTIAL FUNCTIONS

**Recording:** receives training as Torrens Clerk; assists with processing Torrens Documents under the guidance or supervision of the Registrar of Titles or the County Torrens Attorney as needed. Prepares Torrens documents for the Registrar's signature; completes Torrens processes according to established guidelines.

Receiving money and writing receipts, assists the public and businesses in locating information, answers general recording, and marriage licensing questions; assist public to complete marriage applications to issue marriage licenses; prepares and submits monthly report of licenses processed to State Vital Records.

Accepts documents for recording by timing the document in order, accepts proper payment, follows recording processes related to indexing into the recording computer, assigns reception numbers and books and pages, indexes grantor and grantee information and legal descriptions; ensures proper signatures are present; prepares and issues receipts; certifies copies of recorded documents with the proper information and seal; mail recorded documents as required and signs off on reception report; follows established processes related to Marriage Licenses, UCCs, State and Federal Tax Liens or Releases, or bucketed documents that they have extra steps for mailing back.

Acts as Clerk to the Board of County Commissioners; attends commission meetings, takes minutes; produces minute records.

Receives and processes accounts payable vouchers; ensures proper and timely consideration for payment; obtains necessary approval signatures

**Elections:** Operates computer terminal to update marriage, death records, name, address, precinct, social security number, birth date, gender, location, and date of registration to maintain accurate voter records; performs ongoing comprehensive filing activities; assures proper placement of voter registration information and performs file audits to assure accuracy.

Receives and serves public over office counter; personally assists public in completing voter registrations; receives and processes mail-in ballot requests; reads and interprets county maps to identify voting precinct and instructs public as to polling locations for appropriate precinct for various elections and jurisdictions; responds to telephone inquiries related to registration procedures and deadlines; delivers information as to polling places, legislative districts and related information.

Receives and processes voter registration information according to established procedures; reviews and files into alpha precinct or comprehensive alphabetical files; receives and processes voter cancellation in a timely manner; identifies essential personal information such as previous registrations, address, etc.; prepares and mails cancellation notices to previous jurisdiction.

Receives on-the-job training in more complex and technical aspects of office duties related to conducting and carrying out of local, state, and national elections; studies election laws and county political organization (districts, jurisdictions, parties, etc.) in order to better assist the public.

Receives and reviews petitions; proofs and edits signatures to assure proper eligibility as a voter.

Performs various tasks essential to the voting process; assists to prepare ballots, audits ballot information; operates machines as needed to prepare ballot packets and books; assists to train polling judges; apprises personnel of changes in voting laws or procedures.

**Motor Vehicle:** Assists citizens in the completion of applications for motor vehicle registrations; proofreads applications, forms and documents to verify that all necessary signatures are present and that all information is accurate and complete; computes and collects appropriate fees.

Validates corresponding documents; prepares and issues receipts, documents, and licenses; compiles and dispenses specific information to the public where the variation in operation often requires the use of initiative and judgment; explains and interprets departmental rules, regulations, and procedures to the public.

Answers phones and assists the public; receives and/or gives messages or directs public to appropriate official or employee; operates communications equipment.

Performs various complex title transactions, i.e., GVW, SMM, TVW, Out of Country, Bonds, Special ID, Salvage, Mechanics Liens, fleet and dealer titles, etc., by obtaining information from available manuals and resources; performs and executes lien filings including Assumption of Lien, Transfer of Equity Filing, Substitution of Collateral, Second, Third, and Fourth Liens and Lien Extensions; processes documents by dating, indexing, posting, and providing official numbers; sorts and files documents and reports for the department.

Performs data entry using various applications required to complete a motor vehicle transaction on systems; runs review of all revenues and balancing functions; monitors and conducts balancing processes to verify accuracy of deposit amounts; maintains banking records and receipts; assures balancing between collections and money deposits; may prepare correspondence for short checks and collect for non-sufficient funds and no-account checks and arranges for payment with customers.

Daily balance and set up of the cash drawer, responsible for large amounts of cash on a daily basis; performs daily review of all revenues and balancing functions; monitors and conducts balancing processes to verify accuracy of deposit amounts; maintains banking records and receipts; assures balancing between collections and money deposits; may prepare correspondence for short checks and collect for non-sufficient funds and no-account checks and arranges for payment with customers.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A Graduation from high school with course background in basic office practices and procedures;
- AND
- B. One (1) of general office experience;
- OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Some knowledge of** Colorado election laws; processes and political subdivisions (districts, precinct); election equipment and machines such as computer terminal, etc.; election filing systems; basic office and personnel management; personal computer operations and various software (word processing, desktop publishing, etc.); interpersonal communication skills and public relations; ballot organization and development; modern filing and office systems; state and federal election laws, regulations and procedures.

**Ability to** perform basic mathematical computations; operate a variety of types of standard to complex office equipment; perform under time pressures in meeting work obligations and deadlines; communicate effectively, verbally and in writing; work productively in a non-partisan manner; develop effective working relationships with elected officials, public, and fellow employees; type accurately; ability to operate computer keyboard; read maps as needed to locate and pinpoint polling sites and precinct boundaries.

3. Special Qualifications:

- Must be able to type and file accurately.
- Must be able to work abnormal hours during elections.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Occasional moderate to heavy lifting during elections. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking; guided and creative problem solving. Occasional travel required in the course of performing job duties.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)