

# Logan County

## Job Description



<b>Title:</b> Deputy Clerk I	<b>Grade:</b> 9
<b>Division:</b> Administration	<b>Effective Date:</b> 4/2022
<b>Department:</b> County Clerk/Recorder	<b>Last Revised:</b> 4/2022, 6/07

### **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**

Examines and analyzes legal documentation submitted for land record recording and 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.

Receiving money and prepares 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.

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.

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 for both sides of the office. Prepares and balances monthly balancing for both sides of the office.

#### **ELECTIONS**

Operates computer terminal to update marriage, death records, name, address, precinct, social security number, birth date, 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 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 voter service and polling centers, 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.) 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 election 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 reports as required such as Doc Tracking, CTS, Title Tracking, Special Plates, Context Manager, CT Mail, Lien Holder, Handicap, Locator, Emissions, Microfiche/Microfilm, etc.

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 High School Diploma or GED equivalent 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, recording or motor vehicle 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 AND STATE CERTIFICATIONS**

- Must be able to pass a Colorado Bureau of Investigation background check/and can't have been convicted of any election offenses found in Article 13 of Title 1 or any similar election offense in another state or have been convicted of committing or conspiracy to commit sedition, insurrection, treason, conspiracy to overthrow government by use of physical force or violence or any similar federal offense.
- Possession of or ability to obtain, in the first six months, a Colorado State Election Certification from the Colorado Secretary of State.
- Maintain continuing education classes annually and as required to maintain the Election Certification from the Colorado Secretary of State.
- Possession of, or ability to obtain, Department of Revenue Training and yearly recertification classes to maintain security access levels for Motor Vehicle Department.
- Yearly LITMOS Cybersecurity Training.
- Possession of, or ability to obtain, voter's registration in the State of Colorado.
- Computer data entry, basic ten key, public contact experience
- Possession of, or ability to obtain, a valid Colorado Driver's License.
- May need to be a Notary Public within six months.
- Must be able to type and file accurately.
- Must be able to work abnormal hours, available to work evenings, weekends, and some holidays during elections.

4. **WORK ENVIRONMENT**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Occasional travel required while performing job duties. The work environment characteristic 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. Subject to many interruptions, pressure due to high public volume and demands; the noise level in the work environment is usually moderate.

5. **PHYSICAL DEMANDS**

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.

Tasks require variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. While performing the duties of this job, the employee is regularly required to use hands and fingers, handle, or feel objects. The employee is regularly required to sit and talk or hear. The employee is occasionally required to reach, stand; walk, climb or balance; and stoop, kneel, crouch, or crawl. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg, and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking; guided and creative problem solving. Lift ballot boxes, license plates, tabs and election cases weighing up to 32 pounds from floor level to 60 inches above floor level. Carry up to 32 pounds from a cart to a vehicle. Push and/or pull with up to 75 pounds of force. Stand and/or walk for up to eight hours during quality control tasks. Occasional moderate lifting during elections.

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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)