



<p>POSITION DESCRIPTION</p> <p>Deputy Clerk Auditor I/II</p> <p>FLSA Status: Non Exempt</p> <p>Classification: Occupational</p> <p>Salary Grade/Band:</p>	<p>10 June 2015</p> <p>Reports to: Clerk Auditor</p> <p>Revised: _____</p> <p>Human Resources Initials: _____</p>
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<p>POSITION PROFILE</p> <p>Under the direction of the County Clerk Auditor, performs a variety of entry level clerical duties as needed to expedite the daily processes and statutory obligations of the office of the County Clerk/Auditor.</p>
<p>GOALS</p> <ul style="list-style-type: none"> • To ensure work performance, effective time management practices, and attention to detail. • To assist the County Clerk Auditor professionally, confidentially, and efficiently. • To articulate and convey information accurately and appropriately to the Clerk Auditor, Board of Commission; elected officials, department heads, and employees.
<p>ESSENTIAL FUNCTIONS</p> <p>Deputy Clerk Auditor I</p> <ul style="list-style-type: none"> • Performs a variety of clerical duties as needed to expedite the day-to-day activities, projects and requirements of the office of County Clerk Auditor; • Assists in the management of various permanent records such as ordinances, resolutions, contracts, minutes, etc.; assures proper filing; monitors access to records and files; makes copies and distributes according to government records management laws and guidelines; • Assists County Clerk Auditor in necessary preparations for elections; such as entering and updating names of voters into computer; mails by mail and absentee voter ballots; informs the public on issues and questions related to elections; • Performs various tasks essential to the voting process; audits ballot cards; operates ballot machine as needed to prepare ballot packets and books; • Maintains depreciation schedule, including additions, deletions, adjustments, transfers, etc, on all fixed assets to comply with GASB34 requirements. • Performs other related duties as assigned. • Receives and receipts various deposits from revenue accounts, i.e., justice court, fire suppressions, landfill revenues and weed control operations; • Prepares and mails exemption affidavits; monitors exemption status for various organizations and tax relief programs; • Monitors funds as assigned;

- Issues business licenses, beer licenses, dog licenses and marriage licenses and keeps records on the same; issues passports, assists the public over the counter and on the telephone; answers all correspondence received by the office; passport applications, etc.;
- Responsible for the management of various permanent records such as ordinances, resolutions, contracts, deeds, easements, petitions, leases; assures proper filing; monitors access to records and files; makes copies and distributes according to government records management laws and guidelines;
- Assists County Clerk Auditor and Chief Deputy Auditor in necessary preparations for elections; such as entering and updating names of voters into computer; selects and trains registration agents and election judges in responsibilities and duties; mails by mail and absentee voter ballots; informs the public on issues and questions related to election;
- Performs other related duties as assigned.

Deputy Clerk Auditor II (Performs above duties in addition to the following)

- Prepares and mails invoices; receives and receipts various deposits from revenue accounts;
- Performs duties related to accounts payable; assigns vendor numbers; reviews claims to verify payment authorization according to proper signatures;
- Computer enters all claims and transactions; generates edit reports to show accounts payable; prepares check register for Clerk Auditor and commission approval as needed to process claim requests; generates warrants for payment; receives periodic demand claims and processes payment according to established procedures;
- Assists with the acquisition of county credit cards; monitors credit card receipts;
- Monitors tourism and restaurant taxes
- Acts as department records officer in compliance with Utah GRAMA guidelines;

EDUCATION AND EXPERIENCE

- High School Diploma or Equivalent; and
- Minimum two (2) years work experience in office setting.

SKILLS/ABILITIES

- Must be proficient with Microsoft Office and other software applications as required. Must possess excellent keyboarding/data entry.
- Must have strong mathematical and numerical aptitude. Must be accurate and thorough.
- Some knowledge of fiscal practices and procedures;
- Demonstrate excellent oral, interpersonal, and written communication skills; demonstrate organizational and problem solving skills.

- Ability to work well alone, be self-motivated, and also within a team environment while demonstrating effective time management with multiple and changing priorities.
- Ability to follow instructions, respond positively to management direction, and commit to long hours of work when necessary.
- Exemplify professional and timely work processes.
- Able to establish and maintain effective working relationships with the Clerk Auditor, Commission, elected officials, department heads, all employees, citizens, and other governmental agencies.
- Able to identify and resolve problems in a timely manner.
- Ability to interpret and carry out complex instructions and assignments as warranted.
- Must be able to work effectively with coworkers and others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping others informed of work progress, while addressing problems and issues to find mutually acceptable and practical business solutions.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to read and interpret difficult and complex written information.
- Must be able to effectively and appropriately communicate clear information to the public, government officials and employees as required.

REASONING ABILITY

- Must have the ability to synthesize complex or diverse information and collect and research data.
- Must determine priorities and take initiative on projects as assigned.

PHYSICAL REQUIREMENTS

- While work may be sedentary, include extended periods of time viewing a computer video monitor and operating a keyboard, other physical requirements will also include, walking, bending, stooping, and filing. Occasionally lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 50 pounds.
- Talking, hearing and seeing essential to completion of essential functions. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details.

HAZARDS

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent 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.