



CLASS SPECIFICATION

Class Title: Lead Deputy Clerk
Department: Clerk
FLSA Status: Non-Exempt

Class Code: 1118
Eff. Date: 12/27/19
Grade: 17
Revised: 9/16/2022

GENERAL PURPOSE

Under general supervision of the Chief Deputy-Clerk, performs supervisory duties for assigned staff in addition to other complex and specialized duties within the Clerk's Office. This position requires advance knowledge and understanding of the statutory responsibilities of the Clerk's Office. Requires independent judgement and in depth knowledge of the department to advance the daily work processes and statutory obligations of the Office of the County Clerk. Sets an example of dedicated work ethic. Duties may include:

Marriage Licenses and Passports:

- Assists and instructs the public in the application process for marriage licenses; verifies eligibility according to established statutes and ordinances; reviews applications for completeness and accuracy; issues licenses and keeps records on the same.
- Provides assistance and education to marriage officiants to ensure proper completion of marriage documents.
- Provides clerical assistance to various agencies including legal and law enforcement by researching marriage records and/or by providing statistical information according to established practices and procedures.
- Provides technical assistance to the public seeking out-of-country travel authorization; assists in the completion and submission of passport applications; verifies validity and accuracy of applicant's personal documentation; takes photos; administers oaths; mails transmittal sheets to passport agency; issues passports; prepares monthly report identifying number of passports issued.
- Collects and receipts fees for various transactions and services; balances money received at end of day and prepares applicable reporting materials.

Elections:

- Assists in processing of the absentee or by mail ballot application and the mailing and return processes. Ensures policies and statutes are followed. Makes assignments as needed and coordinates these efforts with assigned staff.
- Interprets, clarifies, and explains County policies and procedures and related state and federal

laws and regulations regarding the absentee or by mail ballot processes.

- Assists in the planning and administration of voter registration drives, *Get Out the Vote* initiatives and other community outreach efforts.
- Processes voter registration forms received from the Utah Driver License Division, the mail, and walk-in customers; examines for accuracy and completeness and resolves discrepancies before entering information into database; scans and indexes all voter registration forms.
- Receives and records filing fees from candidates; issues receipts, notices and certifications; keeps records of transactions; performs basic mathematical computations.
- Uses various records and software applications to sort and merge data to produce lists, labels and other materials.
- Processes voter registrations using state-wide voter registration database. Uses GIS and other mapping software to place voters in correct precincts.
- Assists with the preparation of training materials for poll workers; sends training and other reminders; tracks attendance.
- Performs a variety of post-election functions relating to reconciliation sheets, provisional ballot processing, and processing poll worker pay vouchers.
- Understands and follows various election laws, ordinances and policies associated with elections.

General Duties:

Writes, updates, and implements policies and procedures within the Clerk's Office. Ensures office policies and procedures are in compliance with Utah Code. Provides training to staff.

Types letters and other documents as required. Processes reports, forms, payments, certificates, applications, or other materials. Performs extensive data entry; maintains a variety of records and files according to established methods and procedures; compiles and tabulates data for records and reports.

Receives telephone and personal calls, handling any question or matter of a non-technical or routine nature and directing others to the appropriate staff member.

Operates all applicable computer hardware and software programs and modern office equipment.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.



Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation (or equivalent), plus four (4) years of full-time general clerical support experience, three (3) years of which must include experience in a County Clerk Office or similar environment, performing duties and responsibilities directly related to elections, processing marriage licenses and/or processing passport applications. An acceptable combination of education and experience may be considered.

Preference for related supervisory experience.

2. Other Requirements:

May be required to obtain State of Utah Certificate of Authority of Notary Public.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills, and Abilities:

Working knowledge of: standard office practices; proper grammar, spelling, and punctuation; department policies and practices.

Skill in: operating standard office equipment; keyboarding with proficiency; performing data entry; operating all applicable computer hardware and software applications including MS Word and Excel. This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: assign and supervise the work of others; provide performance feedback to employees; perform routine and detailed clerical duties; work a flexible schedule during elections; distill relevant and useful elements from vast amounts of information; perform multiple tasks simultaneously; perform duties under pressure and meet deadlines; follow written and verbal instructions; perform mathematical computations; establish and maintain effective working relationships with supervisors, other employees, allied agencies,

and the general public.

WORKING CONDITIONS:

1. Light physical effort. Comfortable working conditions in office environment. Intermittent sitting, standing and walking. Some exposure to stress as a result of the election cycle and related deadlines, and as a result of human behavior. Work for sustained periods of time maintaining concentrated attention to detail. Lift, carry, push, pull, or otherwise move objects weighing up to 25 pounds. Work extended hours that may include evenings, as necessary, during elections.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***