



# Uintah County

## Job Description

|                    |                |                        |       |
|--------------------|----------------|------------------------|-------|
| <b>Title:</b>      | Deputy Clerk I | <b>Code:</b>           | 507.4 |
| <b>Division:</b>   | Administration | <b>Effective Date:</b> | 8/25  |
| <b>Department:</b> | Clerk/Auditor  | <b>Last Revised:</b>   | 8/25  |
| <b>FLSA Cat:</b>   | Non-Exempt     | <b>Pay Grade:</b>      |       |

### **GENERAL PURPOSE**

Performs a variety of entry-level complex clerical duties as needed to expedite the daily processes and statutory obligations of the office of the County Clerk/Auditor.

### **SUPERVISION RECEIVED**

Works under the general supervision of the County Clerk/Auditor.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL FUNCTIONS** (Performs Some or All of the Following)

#### **Clerk:**

- Posting, attending, minute taking, and record keeping of all County Commission meetings and management of all associated records as per Utah Records Management guidelines.
- Respond to requests for information as per Utah GRAMA Guidelines.
- Assist the public with questions and concerns, in public and on the phone. Assist the public with business licenses, marriage licenses, passports, notary services, and various other items.
- Assist other County employees as needed.

#### **Elections:**

- Maintain the voter registration database.
- Conduct County Elections, as per State Code, at least once per year: legal notices and publications, petitions and referendums, candidate filing, ballot preparation and assembly, ballot receiving and counting, records management, precinct management, and other duties as necessary. Assist the public with voting and questions.
- Contacting, appointing, and training poll workers as needed.
- Implementation of annual State Code changes as required.

**Other:** Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

1. Education and Experience:
  - A. Graduation from high school;
  - AND
  - B. Two (2) years of office and/or customer service experience;
  - OR
  - C. An equivalent combination of education and experience.

2. **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Some knowledge of office equipment and filing systems and office practices and procedures, computer operations, various data and word processing applications, and operation of a 10-key calculator.

Must have the ability to work under time pressures in meeting deadlines, communicate effectively verbally as well as in writing, and develop and maintain effective working relationships.

3. **SPECIAL QUALIFICATIONS:**

- Must type at least 70 wpm
- Must pass the Notary Public test within the first six months of employment
- Must pass the U.S. Passport exam and be able to execute passports within the first six months of employment
- Must pass the State of Utah Security Awareness training within the first six months of employment
- Must complete the State Election Process training within the first six months of employment
- Must be Bondable and pass a background check
- Must take Oath of Office under the Constitution of the United States (Article VI, clause 3)
- Must pass the State GRAMMA/Records management test within the first six months of employment.

4. **WORK ENVIRONMENT:**

The incumbent of the position works in a typical office environment with appropriate climate controls. Tasks involve various physical activities, usually not involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing, and seeing are essential for completing key functions. A fast work pace is needed for keyboard tasks. The role requires dexterity with the eyes, hands, fingers, legs, and feet. Mental skills include memory, understanding verbal instructions, emotional stability, critical thinking, and guided and creative problem-solving.

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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)