

Job Title: Deputy Clerk III

Department: Vehicle Registration, County Clerk's Office, District Clerk's Office
Immediate Supervisor: Deputy Clerk Office Manager, Supervisor Deputy Clerk

BRIEF DESCRIPTION OF THE JOB: Assists in the supervision of the department. Provides training for personnel, performs administrative and secretarial duties and processes various paperwork. May perform basic accounting functions.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength
Code

1) Performs administrative and secretarial duties by assisting customers, making copies, processing various forms and paperwork, filing, performing data entry, answering the telephone, processing the mail, compiling and printing various reports	L
2) Provides supervision for personnel by managing time sheets, providing training for new personnel and assisting personnel with duties as needed.	L
3) Performs accounting functions by accepting and processing various payments and fees, balancing cash drawer and making deposits.	S
<i>Physical Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</i>	

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	O	Making copies, filing, training
Sitting	C	Desk work
Walking	O	To other offices and office equipment
Lifting	F	Files and supplies
Carrying	F	Files and supplies
Pulling	F	File drawers
Pushing	F	File drawers
Using Fine Dexterity	C	Computer keyboard, calculator
Reaching	F	For supplies and files
Kneeling	R	Retrieving items from lower drawers
Crawling	R	Plugging in equipment under desk
Twisting	R	From computer to telephone
Climbing	R	Stairs
Balancing	N	
Seeing	C	Reading, computer screen
Hearing	C	Communicating with personnel and general public
Talking	C	Communicating with personnel and general public
Using Foot Controls	N	

Machines, Tools, Equipment and Work Aids:

Computer and related software, calculator, copier, fax machine, microfilm machine, typewriter, cash register, printer, telephone

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS			
Dirt and Dust	N	Extreme Temperatures	Noise and Vibration
Fumes and Odors	N	Wetness/Humidity	Darkness or Poor Lighting

HEALTH AND SAFETY			
Mechanical Hazards	N	Chemical Hazards	Electrical Hazards
Fire Hazards	N	Explosives	Communicable Diseases
Physical Danger or Abuse	Y	Other (specify)	

PRIMARY WORK LOCATION		
Office Environment	X	Warehouse
Vehicle		Outdoors

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	F	Emergency Situations	R
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	F	Noisy/Distracting Environment	F

JOB REQUIREMENTS

Formal Education:

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Experience:

Over three years up to and including four years experience is required.

Certifications and Other Requirements: The following is dependent upon department assigned.

Notary Public

Supervisory:

Work requires functioning as a lead worker performing essentially the same work as supervised employees, and includes training, instructing, and scheduling work.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

