

**Job Title: Deputy Clerk Office Manager**

**Department:** Vehicle and Voter Registration

**Immediate Supervisor:** Tax Assessor/Collector

**BRIEF DESCRIPTION OF THE JOB:** Supervises the operations of the department and assigns work duties to personnel. Provides high level customer service, maintains a high level of security for records management and performs 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.

Percentage  
of Time

Physical  
Strength  
Code

1) Supervises the operations of the department by issuing materials and supplies to personnel, assigning work duties, managing computer and equipment maintenance, ensuring the accuracy of records and providing assistance when needed.	30%	L
2) Performs administrative duties by managing records and files, ordering office supplies, processing various documents, compiling various reports and performing other duties as assigned.	30%	L
3) Supervises personnel by providing training and orientation, assisting personnel when needed and assigning work duties.	30%	S
4) Performs accounting functions by balancing cash drawers, processing various payments and fees, making deposits and managing the safe.	10%	S
<b><u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</b>		

**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.*

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	O	Training, assisting at the counter
Sitting	F	Desk work
Walking	O	To office equipment and other offices
Lifting	O	Supplies, files, boxes
Carrying	O	Boxes and supplies
Pulling	R	File drawers
Pushing	R	File drawers
Using Fine Dexterity	C	Computer keyboard, calculator
Reaching	F	For supplies, files
Kneeling	R	Filing in lower drawers
Crawling	R	Plugging in equipment under desk
Twisting	R	From computer to telephone
Climbing	R	Step stool
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	

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**Machines, Tools, Equipment and Work Aids:**

Computer and related software, calculator, telephone, typewriter, copier, fax machine, bar code scanner, printer, postage machine, imaging machine, cash drawer

**Environmental Factors:**

Exposure to and frequency:

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

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

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

<b>PRIMARY WORK LOCATION</b>					
Office Environment	X	Warehouse		Shop	
Vehicle		Outdoors	X	Other:	

**Protective Equipment Required:**

N/A

**Non-physical Demands:**

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

Time Pressures	C	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	C	Noisy/Distracting Environment	C

## **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 five years up to and including six years experience is required.

### **Certifications and Other Requirements:**

N/A

### **Supervisory:**

Work requires supervising and monitoring performance for a regular group of employees or a work unit, including providing input on hiring/disciplinary actions and work objectives/effectives, and realigning work as needed.

## **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.

**Signatures - Review and Comment**

I have reviewed this job description and find it to be an accurate description of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.