



CLASS SPECIFICATION

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

Class Code: 1117
Grade: 15
Eff. Date: 05/18/2016
Revised: 09/18/2023

GENERAL PURPOSE

Under general supervision of the Chief Deputy County Clerk, performs working level clerical duties requiring independent judgment and advanced knowledge of the department to improve the daily work processes and statutory obligations of the Office of the County Clerk.

EXAMPLE OF DUTIES

Creates 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.

Interacts with the public and employees in person, on phone calls and via email, answering questions or matters of a non-technical or routine nature and may direct them to the appropriate staff member.

Properly handles sensitive and confidential information and records by keeping the records secure at all times and only allowing those with approved authority to view sensitive and confidential information.

Performs other related duties as assigned.

Public Support and Services:

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.

Election Administration:

Performs data entry for voter registration records including adding or updating voter registration records, vote history, petition participation, etc. in accordance with Federal and State Law, rule, policy

and/or ordinance.

Assists in maintaining accurate inventory and programming of voting equipment, conducting pre-election and post-election testing, and auditing of voting equipment, maintaining accurate service logs for all equipment, performing minor equipment repairs.

Assists with recruiting and training election poll workers, creating and writing poll worker training curriculum, designing and preparing training materials. Assists with maintaining accurate inventory of election supplies within the Davis County Election Center, creating forms, assembling books, and ordering and packing supplies for polling locations.

Assist with programming, receiving, processing and counting ballots, in accordance with Federal and State Law, rule, policy and/or ordinance. Understands, interprets, and applies knowledge of Utah and Federal election laws to accurately assist with federal, state, county, municipal, special district and bond elections.

Assists in the planning and administration of voter registration drives, initiatives, and other community outreach efforts.

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.

Performs a variety of post-election functions relating to reconciliation sheets, provisional ballot processing, and processing poll worker pay vouchers.

Record Preservation and Access

Ensures long term preservation of archival materials by understanding, adhering to, and implementing best practices for handling, rehousing, retrieval, and accurately capturing metadata regarding the materials.

Scans documents, reports, and maps using various computer software for long term storage. Creates and maintains digital records for inventory and retrieval processes; segregates pertinent information from non-critical information and enters data.

Assists in research projects related to the County as directed.
Assists in responding to requests for records.

Prepares documents for digitization or microfilming by segregating, purging, and copying records as needed. Assists with moving, retrieving, shredding, and storing of hard copy records, digital records and microfilm.

Assists with navigating, understanding, locating, and maintaining accuracy of retention schedules as approved by the State Archives.

Assists County departments with transfer of records to the Records Center or State Archives, and proper record destruction.

Assists in responding to requests for records: files, indexes, retrieves, maintains, and disposes of transient County records appropriately; copies, files, retrieves and re-files records requested by County departments and the public. Delivers files and requested records to appropriate departments.

Accepts and processes at-risk employee (as defined by Utah Code 63G-2-303) applications.

Assists in research projects, as directed.

Commission Meeting Agenda and Minutes Coordination

Assists Commissioners with administrative details related to meetings of the legislative body and the associated documents: prepares and reviews items, which may include marking documents for signatures, capturing comments from reviewers, assigning documents numbers, etc.; creates agendas, performs quality control checks on items submitted for meetings, posts information on the County website, ensures timely distribution of documents to the governing body and others; manages the video, audio, and recording equipment; coordinates the legislative body meeting schedule as needed.

Provides information and assistance to department heads, elected officials, County employees, and the public regarding the legislative body meetings.

Helps to ensure the County is compliant with the State code related to open meetings.

Writes and edits meeting minutes for the legislative body. Manages the document templates used in the creation of agenda items, agendas, minutes, etc.

Updates the County Clerk on the status of items for upcoming meetings.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation (or equivalent), plus three (3) years of full-time general clerical support experience, two (2) 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, processing passport applications, and/or records management and preservation. An acceptable combination of education and experience may be considered.

Experience must include demonstrated proficiency in:

- Electronic file management: creating, storing, retrieving, deleting files, creating and managing folders, sharing files with others.
- Email use: sending and receiving messages, attachments, creating links, using CC and BCC features, managing emails for easy retrieval and storage.
- Spreadsheet use: creating documents, data linking, pivot tables and charts, filtering data and managing a filtered list, using mathematical, logical, statistical and financial functions.
- Word processing: creating, editing, formatting, and storing documents, mail merges, inserting graphics, managing and tracking document changes, inserting headers, footers, date and page number, creating a hyperlink, inserting and formatting tables.
- Web navigation: using navigation buttons (back, home, refresh, history), entering URL by



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typing or pasting, performing basic internet search, adding, using and managing bookmarks/favorites.

2. Special Qualifications:

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

Must be bondable.

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).

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: standard office practices and techniques; proper grammar, spelling, and punctuation; department policies and practices; principles, theories, and practices of records management; organizing and maintaining legal records and documents; records protection procedures; confidentiality requirements and procedures; Election administration, law, ordinances and policies.

Skill in: typing at least 40 words per minute (net); reading, writing, and performing basic math computations. Advanced skill in: writing, data entry, operating common office equipment and equipment used in the position based upon the area of primary responsibility within the office, including but not limited to a copier, fax machine, multiline telephone, computer hardware and applicable software applications, file management, email, spreadsheet, word processing, and web navigation.

Ability to: perform routine and detailed clerical duties; work a flexible schedule during elections; perform multiple tasks simultaneously; perform duties under pressure and meet deadlines; maintain high levels of concentration and attention to detail; follow written and verbal instructions; display strong and effective communication skills; properly handle sensitive information/records and maintain strict confidentiality; accurately proofread records and documents; work with minimal supervision; establish and maintain effective working relationships with supervisors, other employees, departments, agencies and the general public.

WORKING CONDITIONS

Stand or sit for long periods of time; lift, carry, push, pull, or otherwise move objects weighing up to 25 pounds. Work a flexible schedule during various times of the year. Works effectively in an open workroom environment in close proximity to other employees.

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 modifications to reasonably accommodate individuals with disabilities.