



CLASS SPECIFICATION

Class Title: Deputy Clerk Manager
Department: Clerk
FLSA: Non-Exempt

Class Code: 2249
Grade: 21
Eff. Date: 03/01/2018
Updated: 08/04/2023

GENERAL PURPOSE

Under the general supervision of the Clerk or Chief Deputy, performs management duties related to elections and voting processes, processing marriage license applications and issuance of marriage licenses, processing and submittal of passport applications, the receipt of claims, and other administrative responsibilities of the Clerk's Office.

EXAMPLE OF

Performs complex administrative work related to County Clerk's statutory duties. Manages and directs workflow; understands and appropriately applies applicable laws, regulations, ordinances, policies, procedures, and standards to responsibilities, assignments, and processes.

Interviews and hires staff. Supervises and monitors the work of assigned staff and functions in the office; ensures work is completed accurately and efficiently; manages schedules and delegates assignments; approves leave requests; provides individual training to employees and ensures employees are properly trained. Performs annual performance evaluations for assigned staff. Identifies and addresses performance and/or behavior problems in a timely manner, and initiates corrective action as directed.

Creates, organizes, and maintains files, records and reports, and organizes information in a clear and concise manner. Monitors and tracks information and records. Composes letters, email messages and other documents properly, accurately and using proper format. Prepares statistical reports as requested.

Receives, processes and properly handle sensitive and confidential information and records.

Prepares and delivers presentations to large groups.

Resolves and addresses customer concerns, issues, and complaints.

Manages and maintains records of all annexations filed with the Clerk's Office.

Assists in coordinating Election Day activities and work flow with staff and poll workers.

Interprets, clarifies, and explains County policies and procedures and related state and federal laws and regulations.

Reviews population growth and makes recommendations for precinct boundary lines and polling locations; coordinates efforts with County GIS staff.

Oversees ballot programming for Federal, State, County and Municipal Elections, coordinates efforts with other staff. Maintains current knowledge of Federal and State Laws governing ballot design. Maintains voting



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system/equipment in Davis County; evaluates systems on a regular basis to identify problems and makes recommendations for improvements. Develops and updates procedures for testing voting equipment.

Coordinates registration drives, social media messaging, and networking with other entities.

Manages the day-to-day the activities of marriage and passport functions.

Provides marriage license services, including review for legal compliance of the application; oversees and assists with document management, retention, and the transmittal of marriage information to the State Office of Vital Records.

Takes orders for certified copies of marriage licenses and other legal documents issued by the County Clerk's Office.

Performs passport services, cashiering duties, and public notary duties. Assists and informs the public regarding passport procedures.

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 plus six (6) years of full time employment performing administrative support duties, one (1) year of which must have included supervisory duties; an acceptable combination of education and experience may be considered.

Strong preference for experience working in local, state, or federal elections.

2. Special Qualifications:

Incumbent must be a Notary Public or obtain Notary Public license within thirty (30) days of hire date.

Preference for Certified Election Registration Administrator (CERA) certification.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, 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: State and federal election laws, codes, and regulations; County Clerk's responsibilities, laws, regulations, ordinances, policies, procedures, and standards; sequence of election events; Davis



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County voting precincts; motor vehicle laws pertaining to voter registration; voting machine functions, storage and maintenance; general office procedures; supervisory principles and practices; relevant computer applications; marriage license and passport processes; relevant County Policies and Procedures.

Skill in: operating modern office equipment, necessary computer hardware and software including statewide voter registration system; reading maps to identify voting districts.

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, supervise, and evaluate the work of others; address performance problems and initiate corrective action; train others; understand, interpret, and apply knowledge of state and federal election laws, codes, and regulations; deliver presentations to large audiences; exercise independent judgment and act independently in varied circumstances; perform effectively in stressful situations; plan, organize, and prioritize time and multiple tasks efficiently; meet deadlines; exercise initiative, discretion, and sound judgment in making decisions; work a flexible schedule to accommodate elections; read maps; work for extended periods maintaining concentrated attention to detail; perform complex and detailed clerical duties; communicate effectively (orally and in writing); follow complex written and oral instructions; make mathematical computations; establish and maintain effective working relationships with supervisors, other employees, State officials, other agencies, and the general public.

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.**