

FIRST DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves directing the activities of and supervising the work of all employees in the County Clerk's Office. The incumbent develops and recommends adoption of internal policies and procedures to provide and maintain the efficient operation of the Division. Work is performed under the general supervision of the County Clerk with leeway allowed in the exercise of independent judgement. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the implementation of new programs, procedures and methods for the Department in order to achieve better efficiency;
Enters and retrieves data through the use of a computer terminal;
Coordinates purchases with vendors and the Division of Purchasing;
Interprets and implements policies as directed by the County Clerk or Executive Deputy;
Directs staff in assisting the public in locating files, answering questions and referrals;
Reviews recorded and filed instruments of property and business records;
Reviews civil court records for legal specifications;
Reviews recorded land records for correct tax collections;
Assists the public in searches of land records;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTIC:

Good knowledge of the services provided by the County Clerk's Office;
Good knowledge of the principles and practices of public administration;
Good knowledge of the policies and procedures applicable to the efficient functioning of the County Clerk's Office;
Working knowledge of the principles and practices of modern account keeping and budget control;
Ability to plan and supervise the work of others;
Ability to analyze and resolve complex problems;
Ability to express oneself clearly and concisely both orally and in writing;
Ability to prepare correspondence and reports;
Ability to perform close, detail work;
Ability to operate a computer terminal;
Ability to deal with customers with tact and sensitivity;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

The position of First Deputy County Clerk is pending jurisdictional classification as exempt.

As exempt, there are no required minimum qualifications for this position.

R734

8/11/98