

COUNTY CLERK (Elected Official)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, assigning, and supervising the work in the County Clerk's Office. The County Clerk is also responsible for administering the County Motor Vehicle Bureau. The recording and indexing of legal records is done according to standardized procedure. The issuance of automobile registrations, operators, and other licenses is done in accordance with written procedures and regulations as issued by the various state departments. The incumbent is responsible for interpreting and explaining legal requirements to the public. Work also includes acting as Clerk of the County and Supreme Courts, recording actions and judgements. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs daily administrative duties and supervises employees to assure delivery of services in the County Clerk's office;
Interprets laws and regulations and explains procedures for recording documents, issuing licenses, and collecting fees;
Serves as Clerk of the County Court and Supreme Court and is responsible for the recording of actions and judgements;
Approves requisitions and payrolls and prepares budget estimates and reports;
Reviews and supervises the preparation of annual reports of monies collected and disbursed;
Directs the processing and filing procedures used under the Uniform Commerce Code;
Directs the processing of applications for naturalization, administers the oath of allegiance and issues certificates for naturalization.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of services and responsibilities of a County Clerk's Office;
Comprehensive knowledge of the information needed for the preparation of a variety of mandated legal reports and records;
Thorough knowledge of acceptable methods of maintenance of financial reports and records;
Thorough knowledge of consequences of error in filing legal documents;
Good knowledge of modern public administration principles, practices and techniques;
Ability to supervise the work of others;
Ability to exercise good judgment in performance of duties;
Ability to present a positive image for the County Clerk's Office;
Ability to deal effectively with others;
Ability to communicate effectively, both orally and in writing;
Ability to prepare and submit accurate reports within established

COUNTY CLERK (ELECTED OFFICIAL)—CONTD

2

deadlines;

Ability to supervise and manage clerical units of the County Clerk's Office;

Physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS: Elected Official

R338

5/1/92