

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **CHIEF DEPUTY CLERK/RECORDER**

Department: Clerk /Recorder  
FLSA Designation: Exempt

Pay Grade: Not Graded  
Effective Date: 10/04, 08/09

### **Purpose of Class**

Serves as Chief Deputy Clerk to manage County recording and records management functions; performs related work as required.

### **Primary Function**

The principal function of an employee in this class is to supervise administrative work assisting the County Clerk in performing statutory functions, including records, document recording, and other administrative duties. The Chief Deputy Clerk/Recorder manages the daily operations of the recording division. The work is performed under the supervision of the County Clerk, but considerable latitude is granted for the exercise of independent judgment and initiative. Serves as Acting County Clerk in the absence of the County Clerk. The principal duties of this class are performed in a general office environment.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Provides general assistance to the County Clerk in performing administrative duties as defined in state and County statutes, ordinances, and codes;
- Duties defined include, but are not limited to, budget administration, document receiving and recording, and related duties;
- Manages recording department;
- Monitors recording computer program applications to assure accuracy and functionality and coordinates with computer services for changes;
- Leads the planning prioritization and operation of personal computer and mainframe terminal functions to meet daily data entry requirements;
- Develops microfilm, scanning and records management policies for retention schedules and storage requirements consistent to the state statute;
- Monitors work flow in assigned departments, makes project assignments and assigns priorities, and monitors completion;
- Administers staff hiring, training, and evaluations and recommends advancement and/or disciplinary actions;
- Assists with scanning and indexing of documents;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Supervises auditing and elections departments in the managers absence;

- Assists with elections as needed;
- Performs the duties of the County Clerk in that official's absence;
- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Principles and practices of municipal administration and applicable federal, state and County statutes, laws, codes, and regulations;
- Principles and procedures of record keeping;
- Municipal election processes;
- County codes and ordinances, administrative regulations, personnel rules, and departmental policies;
- Functions, policies, and procedures of County departments;
- Customer service procedures, techniques, and objectives;
- Budgeting, accounting, auditing, billing, and bookkeeping procedures and techniques;
- Applicable Generally Accepted Accounting Principles (GAAP) and GASB standards;
- Record and document filing, recording, and management procedures and techniques;
- Operation of a personal computer and various software applications for word processing, spreadsheets, and job-related functions;
- English grammar, spelling, punctuation, and composition;
- Municipal budget preparation and administration;
- Current office practices and procedures;
- Employee training, supervisory, and evaluation techniques and methods.

Ability to:

- Interpret applicable federal, state, and County ordinances, codes, statutes, and regulations;
- Interpret and explain County department functions, policies, and procedures;
- Prepare and administer an annual budget;
- Supervise, train, and evaluate employees;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, elected and appointed officials, and the public;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Follow written and oral instructions;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

**Acceptable Experience and Training**

- High school diploma or GED equivalency is required and bachelors degree in accounting, public administration, or a related field is preferred; and
- Five (5) to six (6) years relevant municipal administrative experience is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with the public and other employees on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written instructions and review, evaluate, and prepare a variety of written/typed documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, strength, and agility, with or without reasonable accommodation, which permits the employee to lift up to 20 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.