



Chief Deputy – County Clerk

Job Description

Department: Clerk
Position: Appointed
Grade: 730
Supervisory: Supervisor
Reports to: County Clerk

Summary

Under general guidance and direction of the elected County Clerk, performs supervisory and professional administrative duties related to statutory Clerk functions. Incumbents serving in this classification are appointed by, and would take over and discharge the duties of, the elected County Clerk in the event of his or her absence or disability. This position functions as an extension of the elected Clerk and is an integral part of the executive function of the office and all statutory responsibilities.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work and personnel of assigned functions; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently.
2. Identify, evaluate, and resolve personnel concerns.
3. Evaluate performance and conduct performance appraisals.
4. Make staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
5. Oversee Utah County primary, general, and other required elections, including contract creation and negotiation with necessary contracts and agreements pertaining to elections.
6. Coordinate municipal election processes with all Utah County cities and provide assistance with carrying out election responsibilities.
7. Maintain a calendar of election dates and assure assignments and resources are available and deadlines are completed per federal and state election laws.
8. Coordinate and advise with elected Clerk to determine if candidates meet legal requirements to campaign and serve in office if elected.
9. Coordinate with the Lt. Governor's Office to furnish a certified report of persons elected or appointed.

For Office Use Only

Job Code: 1019
Job Title: Chief Deputy – County Clerk
FLSA: Exempt
Effective Date: 8/18/2023
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Assistant Department Head

10. Oversee the recording and record keeping of all proceedings of the County legislative body; make full entries of all resolutions and decisions; record each member's vote on any question upon which there is a division.
11. Authenticate documents with the Clerk's signature and the seal of the County when appropriate.
12. Oversee the public inspection process for all County books, records, and accounts the Clerk is required to keep open to the public by law.
13. Oversee the issuing of all marriage licenses and passports; keep a register of marriages as provided by law.
14. Execute under the Clerk's seal and in the name of and for the County, all deeds and conveyances of all real estate conveyed by the County; take and certify acknowledgments and administer oaths; keep a fee book as provided by law; take charge of and safely keep the seal of the County.
15. Plan, direct, and monitor activities of the department to achieve efficient operations and meet internal and external organization and service goals.
16. Develop, implement, and prioritize agency and county wide programs and projects to enhance services, control costs, and resolve problems.
17. Develop strategies to meet changing needs, address problems, prioritize objectives, and improve services promoting stakeholder and community involvement.
18. Represent Elected Official, the department, and the County before a variety of internal and external stakeholders.
19. Coordinate department administrative operations with internal and external agencies.
20. Administer the budget and fiscal process of the department and the county in support of the County's fiscal objectives and priorities.
21. Monitor compliance with Utah state law and County ordinances and policies.
22. Assist with developing, monitoring, and managing the department budgets.
23. Assist with planning and implementing long-term goals for the department.
24. Work with the county attorneys in drafting and recommending official policy regarding election processes and procedures.
25. Coach and train employees and department supervisors in order to foster cooperation, performance, productivity, and job satisfaction.
26. Represent the department and the County to the public and the media on issues related to areas under the County Clerk.
27. Represent County interests to legislators and the state executive branch regarding policies and laws pertaining to county government.

Knowledge, Skills, and Abilities

- Considerable knowledge of budget development and administration
- Knowledge of general and fund accounting
- Knowledge of State and local government organization and administration

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- Knowledge of Constitutional and statutory law
- Knowledge of the state legislative process
- Knowledge of laws, codes, regulations, and processes related to administering elections
- Knowledge of issuing marriage licenses and passports
- Skilled in motivating and effectively supervising others
- Skilled in preparing, administering, and monitoring large budgets
- Skilled in reading, writing, and accounting
- Skilled in public relations practices and techniques
- Skilled in creating spreadsheets and document composition
- Skilled in word processing and basic computer programs
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to maintain files, records, and reports
- Ability to develop and implement strategic plans, policies, and procedures
- Ability to prepare complex narrative and statistical reports, correspondence, and other documents

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office or other environmentally controlled room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work occasionally exposes incumbent to stress, contagious or infectious diseases, and/or potentially hostile situations due to interactions with the public. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee regularly sits at a desk and is frequently required to stand, walk, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of colors. The employee is required to occasionally lift, carry, push, pull, or otherwise move objects weighing up to forty (40) pounds. The employee regularly drives a motor vehicle.

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Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

Recommended Education and Experience

1. Master's degree in business or a related field, or a Juris Doctor degree.
2. Five (5) years of professional work experience related to elections or similar project management experience.
3. Two (2) years of experience in a supervisory capacity.
4. Two (2) years of experience in a budgeting or finance capacity.
5. Two (2) years of legislative or policy experience.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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