

# Clerk Services Coordinator

## Job Description



Department: Clerk  
Position: Career Service  
Grade: 719  
Supervisory: No  
Reports to: Public Services Manager

### Summary

Under general guidance and direction of the Public Services Manager, provides first-contact customer service and performs routine and specialized administrative support duties to expedite day-to-day operations of the Utah County Clerk's Office, with specific focus on Commission-related functions. Utilizes department policies and statutory requirements to resolve routine to moderately complex issues and serves as a resource for training and guiding staff both within the Clerk's Office and across other county departments.

### Essential Functions

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

1. Serve as the primary point of contact for the Clerk's Office by communicating professionally with the public through telephone, email, and in-person interactions; resolve complaints, furnish historical information, and refer Government Records Access Management Act (GRAMA) requests to the Utah County Attorney's Office (UCAO) when appropriate.
2. Receive all demands for records, certified claims, and documents served to the County; log and deliver documents to appropriate departments in a timely manner.
3. Serve as clerk of the Board of Commissioners and their other various Boards and public meetings; attend public and closed meetings to accurately record proceedings; manage meeting calendars, meeting room setup, and transcription equipment; prepare, send, and post agendas and meeting packets in compliance with legal requirements.
4. Coordinate the preparation, transcription, and editing of meeting minutes, reports, and findings from recordings or notes; monitor and document completion of all official actions for the same.
5. Coordinate the execution and signing of contracts, resolutions, ordinances, and other legal documents; attest the Commission Chair's signature on behalf of the County Clerk using the Clerk's seal; distribute approved documentation to applicable parties and the public while ensuring compliance with state-mandated posting deadlines.
6. Receive, track, and process applications for Annexations by petition, Special Districts, and Infrastructure Financing Districts (IFDs); collaborate with the UCAO, Geographic Information

### For Office Use Only

Job Code: 6054  
Job Title: Clerk Services Coordinator  
FLSA: Non-Exempt  
Effective Date: 4/11/2026  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

Systems (GIS) Division, and Surveyor's Office to obtain data, mail notices, and submit final documentation to the Lieutenant Governor's Office; serve as clerk of the Boundary Commission when a protest is filed.

7. Manage the lifecycle of official county documents and department records including claims, contracts, served documents, and ordinances from execution to permanent storage; log and scan records and coordinate with the Records Management Division on archived records according to retention schedules while maintaining strict confidentiality and compliance with county ordinances.
8. Administer and record oaths of office for county officials, appointees, and employees in compliance with statutory requirements; perform Notary Public services for the Clerk's Office and maintain detailed notary journals.
9. Prepare and post all required public notices for the Clerk's Office and assist other county offices with posting requirements to ensure consistency with applicable County and State regulations.
10. Provide comprehensive clerical and administrative support to multiple divisions including typing correspondence and reports, processing incoming and outgoing mail, maintaining office supplies, and auditing department key access.
11. Maintain strict confidentiality of sensitive records; furnish documents to board members, media outlets, business contractors, and governmental entities in compliance with county policy.
12. Perform department timekeeping duties by utilizing the County's time-entry system to ensure proper reporting of work hours; resolve employee payroll questions in coordination with the Office of Human Resources.
13. Recommend modifications to office procedures to improve efficiency and assist with the implementation of approved changes.

### **Knowledge, Skills, and Abilities**

- Knowledge of standard office practices
- Knowledge of Utah County and department policies, procedures, structure, and functions
- Knowledge of laws, codes, and regulations relevant to work performed including GRAMA and the Open and Public Meetings Act
- Knowledge of government record access, management, and retention schedules
- Knowledge of parliamentary procedures and meeting protocols
- Skilled in proper grammar, spelling, and punctuation
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment including transcription hardware
- Skilled in utilizing software applications, including Microsoft Office, to prepare professional correspondence, basic spreadsheets, and meeting minutes
- Skilled in using specialized software programs unique to Utah County and the Clerk's Office
- Skilled in accurate typing and transcription at an acceptable rate
- Ability to learn new software programs and databases
- Ability to communicate effectively verbally and in writing

### For Office Use Only

Job Code: 6054

Job Title: Clerk Services Coordinator

FLSA: Non-Exempt

Effective Date: 4/11/2026

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

- Ability to create, maintain, and retrieve files, records, and reports
- Ability to maintain strict confidentiality of sensitive records and closed meeting discussions
- Ability to understand broad objectives and follow general instructions
- Ability to listen and to summarize complex discussions into concise meeting minutes
- Ability to train and lead others
- Ability to coordinate multiple tasks efficiently and handle stress associated with statutory deadlines and frequent interruptions
- Ability to maintain cooperative working relationships with those contacted during work activities

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but serves as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates primarily in a professional office environment. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. 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 to reach with hands and arms. The employee is frequently required to stand, talk, and listen. Specific vision abilities by this job include close vision and the ability to adjust focus. The employee is required to type, file, and lift supplies and objects up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week 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 five (5) percent.

#### **For Office Use Only**

Job Code: 6054

Job Title: Clerk Services Coordinator

FLSA: Non-Exempt

Effective Date: 4/11/2026

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

### **Required Education and Experience**

1. High school diploma or equivalent.
2. Five (5) years of general clerical or customer support work experience, including two (2) years directly related to the duties above or two (2) years as a Senior Office Specialist - Clerk.
3. Equivalent combinations of education and experience may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to applicants with an associate degree or higher.
2. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

### **Additional Eligibility Qualifications**

1. Selected applicants must obtain the following certifications within the probationary period for new hires or the trial period for promoted County employees and must maintain during employment:
  - a. Records Information Management (RIM)
  - b. State Government Records Access and Management Act (GRAMA)
2. Selected applicants must obtain a State of Utah Certificate of Authority of Notary Public within the probationary period for new hires or trial period for promoted County employees.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. 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.

### **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.

#### For Office Use Only

Job Code: 6054  
Job Title: Clerk Services Coordinator  
FLSA: Non-Exempt  
Effective Date: 4/11/2026  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

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

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Job Code: 6054

Job Title: Clerk Services Coordinator

FLSA: Non-Exempt

Effective Date: 4/11/2026

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor