

COUNTY OF LEELANAU
JOB DESCRIPTION

ADMINISTRATIVE DEPUTY CLERK

Supervised by: County Clerk
Supervises: Deputy Clerks in the absence of the County Clerk and Chief Deputy
FLSA: Non-Exempt

General Summary:

Under the supervision of the County Clerk and Chief Deputy, this position serves as second-in-charge to the County Clerk, carrying out the statutory duties of the office of the County Clerk. Work is performed with latitude for independent judgment and action to achieve objectives. Provides clerical and administrative assistance, performs basic office management duties, oversees and participates with staff in a variety of accounting, recordkeeping, public assistance and court service activities related to the Clerk's office. This position may represent the County Clerk and her office when necessary, following well-defined policies and procedures. This position is involved in sensitive issues and handling confidential information, which requires discretion and utmost accuracy. This position may require irregular hours.

Essential Job Functions:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

1. Assists attorneys and pro per plaintiffs in filing court cases, checking for all necessary paperwork, monies, original signatures, and completeness of documents. Files pleadings, and issues summons, true copies and certified copies. (Circuit Court – Civil, Criminal, and Family Division, utilizing multiple software programs.)
2. Balances monies receipted in the County Clerk's office, prepares and submits transmittals to the Treasurer's Office.
3. Works with the Chief Deputy to review the work performed by other Deputies for compliance with policies, state and federal statutes, court rules, and administrative orders.
4. Accepts CPL (Concealed Pistol License) applications. Assists staff and in the absence of the Clerk and Chief Deputy, can issue duplicate/replacements and issue approved permits.
5. Assists in training new employees, as directed and maintaining current training manuals.

6. Receives, processes, and issue receipts; notarizes signatures; indexes and issues certified copies and all related paperwork for a broad array of certifications, licenses and official documents. Provides customer assistance at the counter and over the phone, often handling the more difficult issues or problems personally.
7. Assists Deputy Clerks with voter registration questions, election questions and procedures as needed. Also processes statewide voter registrations through the Clerk's office, as received from the Secretary of State's office, and forwards registration.
8. Assists County Clerk with preparation for elections. Assists in editing all election materials in compliance with deadlines and notices.
9. Records and prepares minutes of Board of Commissioners' meetings in the absence of the County Clerk, Chief Deputy and/or as directed. Completes follow-up paperwork, contracts, resolutions, etc., sending correspondence and documents to the appropriate person or agency.
10. Processes, compiles, researches, and analyzes Clerk's Office information, and prepares and verifies reports, correspondence, and other documents utilizing applicable software. Develops spreadsheets, databases, or reports as necessary.
11. Performs a wide range of tasks as requested or assigned by the County Clerk, i.e., contract maintenance; vital statistics; elections; genealogy; DD-214 forms; Assumed Names and Co-Partnerships; Jury Summons; Jury Commission Data; and all other duties that are also performed by the Deputy Clerks.
12. Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on all policies, guidelines, and standard practices to internal and external customers, both verbally and in writing.
13. Performs related work as required.

Requirements include the following:

- A high school diploma or equivalent supplemented by vocational, college level coursework or professional development training in related discipline.
- Three- to five-years' experience directly related and/or progressively responsible experience, preferably in a municipal setting.
- Knowledge of accounting systems, bookkeeping practices, and cash handling techniques.

- Thorough knowledge of the laws, ordinances and other regulations pertaining to records management, public information, elections and voter registration, and general municipal administration.
- Proficiency in English grammar, spelling, punctuation, and complex account/mathematical functions.
- Knowledge related to the Office's functions, organizational structure, and general operations to effectively direct and assist the public.
- Knowledge of court proceedings, procedures, requirements, and etiquette.
- Skills in maintaining complete records and document retention systems.
- Ability to coordinate multiple tasks and maintain attention to detail.
- Ability to effectively communicate and exercise a high degree of diplomacy, both orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the public, county officials, other agencies, and employees is expected.
- Ability to apply rules, regulations, and correct administrative practices, procedures, and policies.
- Ability to critically assess situations, problem solve and work effectively under stress, with priorities constantly changing, along with the ability to detect errors, determine causes, and make corrections as appropriate upon consultation with the County Clerk or Chief Deputy.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to communicate with others in person, on the telephone, and electronically. The employee must write and read written and computerized documents, handle money, and file documents as needed. The employee must frequently lift and/or move objects of lightweight and occasionally lift objects of varying weight.

While performing the duties of this job, the employee regularly works in a business office. The noise level in the work environment is usually quiet to moderate, but can be loud.