

Job Title: Deputy County Clerk

Prepared By: County Clerk

Classification: Full-time

Prepared Date: May 25, 2015

Department: Clerk

Approved By: Human Resources

Reports To: County Clerk

Approved Date: 2/3/2016

Location: 525 E. Grand Ave.

FLSA Status: Exempt

Job Summary: To assist with the supervising, planning and coordinating the activities and operations of the County Clerk's office; and to provide highly responsible and complex staff assistance to the County Clerk; interpret and administer the rules and regulations of the office and the statutes of the State of Wyoming and assume the responsibilities of the County Clerk in his/her absence. To provide information and assistance to elected officials and department heads and/or assigned staff, and the general public.

Supervision Received and Exercised: Exercise direct supervision over all employees in the County Clerk's Office. Receive general supervision from the County Clerk.

Essential Duties and Responsibilities:

Important and essential duties may include, but are not limited to, the following:

- Serves with the County Clerk to the Board of County Commissioners'.
- Attends Board meetings, work sessions, and Board of Equalization Hearings.
- Prepares and distributes Agendas of the Board of County Commissioners'.
- Performs minute taking duties and coordinates statutory publication of minutes, public notices and legal advertisements.
- Maintains electronic database of official records, reports and correspondence.
- Posts agendas and approved minutes to the website for inter-agency and general public access.
- Reviews and implements retention policies as established by the State Archives.
- Process County liquor license applications and all correspondence involved with the issuance of the liquor licenses in the County.
- Provides assistance, directions and advice to County visitors, liaises with other County departments, and responds to inquiries from County departments, State/Federal agencies and the general public.
- Represents the County Clerk at local/state meetings and committee hearings and provides written/oral testimony as required.
- Reconciles daily and monthly fees collected by various divisions of the Clerk's Office.
- Provides assistance with the preparation and monitoring of the County's fiscal budget.
- Assists in the hiring, supervising, training, and evaluating the performance of assigned personnel.
- Approves leave requests for assigned personnel
- Provides assistance with election process activities including registering/assisting voters, proofreading ballots prior to printing, setting up of the polling places, and providing information to the media in the absence of the County Clerk.

- Fills in during absences and vacancies in other departments and performs duties as required.
- Assists in determining changes to policies and procedures and ensuring compliance with statutory changes.
- Assist Payables Clerk in entering vouchers and reconciling the same.
- Assist Payroll Clerk in processing payroll and reconciling the same.
- Provide support with the conduction of elections.
- Adhere to safe work practices and procedures.
- Perform other duties as assigned or required.

Qualifications/Requirements:

- Knowledge of Microsoft Office Suite and Adobe.
- Knowledge of all aspects of the day to day operations of the County Clerk's Office.
- An understanding of, or ability to learn, state and federal laws relating to all department in the County Clerk's Office.
- Knowledge of accounting/budgetary principles, practices and standards.
- Knowledge or supervisory principles, practices and methods.
- Public speaking, customer service and good communication skills.
- Ability to maintain confidential records in an ethical manner.
- Ability to supervise, lead, and delegate tasks.
- Ability to coordinate election process activities.

Education/Training/Experience:

- High School Diploma required, college degree preferred.
- Experience working in County government.
- Must be a Notary Public
- Must be Bondable.