



# Grand County

## Job Description

<b>Title:</b>	Chief Deputy Clerk/Auditor	<b>Job Code:</b>	1500
<b>Division:</b>	Administration	<b>Effective Date:</b>	09/2017
<b>Department:</b>	Clerk/Auditor	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **administrative and supervisory** duties related to organizing, directing, and coordinating the various legally required functions of the office of County Clerk/Auditor. **In the absence of the County Clerk/Auditor, assumes all statutory authority and responsibility of the department.**

### SUPERVISION RECEIVED

Works under the general supervision of the Grand County Clerk/Auditor.

### SUPERVISION EXERCISED

Provides immediate to close supervision to Deputy Clerk/Auditor(s) I, II, and III while in training, on a project-by-project basis or as needed.

### ESSENTIAL FUNCTIONS

**Office Management:** Performs as second-in-charge of the Clerk/Auditor's office; assists to monitor department day-to-day operations and ensure compliance with established practices, policies and procedures; provides training; creates work schedules and authorizes leave and sick time off; assists to conduct performance appraisal, may make recommendations related to employee recognition and corrective action

**Administrative Support:** Under general guidance and direction of the Clerk/Auditor, oversees, plans, coordinates and directs the work and personnel of assigned functions; oversees training and audits accounts payable, accounts receivable and payroll to ensure work is completed accurately and efficiently; identifies, evaluates, and helps to resolve personnel concerns.

**Official Functions:** Occasionally attends County Council meetings to take and prepare minutes at request of County Clerk/Auditor.

**Elections:** Oversees all aspects of Grand County primary, general, and other required elections; coordinates municipal election processes and provides assistance in carrying out election responsibilities as needed; maintains a calendar of election dates and assists the Clerk/Auditor in assuring all assignments and deadlines are completed per election laws.

Coordinates and assists to see that candidate filings for office meet legal requirements; coordinates with the Lt. Governor's Office to furnish a report of persons elected; oversees all election equipment and maintains required inventory of election supplies; develops and conducts training of election judges.

**Finance & Procurement:** Prepares a variety of financial reports. Performs account analysis and reconciliation, closely monitors budgets maintaining compliance of County procurement policies.

Acts as Grand County Insurance Coordinator and performs duties associated with the County's property/liability and workers compensation carriers including claim reporting and recordkeeping of covered County property and collaboration with the County Attorney's Office regarding liability claims.

**Special Functions:** Acts as chairperson of the Safety and Accident Review committee and coordinates and conducts quarterly meetings. Collaborates with the Human Resource Director regarding Workers Compensation claims and reporting to the Safety and Accident Review Committee.

Performs a variety of other departmental support tasks and all other related duties as assigned by supervisor, including assisting the duties of other Office staff.

Manages all risk mitigation policies, practices and procedures; coordinates problem resolution with department heads.

**Fleet Vehicle Registration:** Keep record/inventory of County vehicles; ensures registrations are current with the State Tax Commission, Motor Carrier Division; updates vehicle insurance; receives departmental VIN numbers verifications, current registrations and any changes; identifies trade-ins or new vehicle purchases; secures new titles as needed; utilizes password security access to document new vehicle information for insurance company.

**Customer Service:** Monitors and participates in all customer service responsibilities; advise public concerning laws and procedures; informs the public regarding various formal processes including elections, voter registrations, marriage licensing, etc.; conducts research of formal county documents and provides copies as requested; coordinates and performs document searches of past documents, including marriage licenses, ordinances, contracts, resolutions, council minutes, etc.; may serve as lead trouble shooter to resolve customer issues.

Processes public service requests for requesters qualified by law, prepare reports per internal and state report requirements; help with the collection of fees for special service requests, i.e., GRAMMA, etc.

**Independent Audits:** Assists auditors; collects and gathers necessary information, documents, and files, regarding the Budget, Appropriations, Vendor list, Chart of Accounts, Deposits and Check Registers for review for the yearly audit.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from college with an associate's degree or two (2) years of specialized training in a discipline directly related to finance, accounting or related field;

AND

B. Six (6) years of experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

**Considerable knowledge of** General office practices, procedures and equipment; word processing/typing and spreadsheets; Microsoft Word and Excel required; office equipment, including but not limited to: computer, laser printer, copy machine, fax machine, calculator, scanner, etc.; accounting software, i.e., Caselle; accounts payable, accounts receivable and payroll practices and procedures.

**Considerable Skill** in the art of diplomacy and cooperative problem solving; reading, writing, math and word processing; operation of various keyboard systems performing word processing, computerized file management, data base management, and spread sheet generation; basic math; the use of computers and computer related peripherals; document and report composition; organization, time management and working independently.

**Ability to** use correct grammar, spelling and punctuation; follow written and verbal instructions; communicate effectively verbally and in writing; work independently and maintain concentration and flexibility with regard to fast changes in task assignments as well as multiple task assignments; gather and analyze information; learn Caselle accounting software; establish and maintain effective working relationships with public, county employees and other professionals; maintain sensitive and confidential information; use tact and self-control when communicating; maintain files, records and reports; develop effective working relationships with subordinates, department heads and other state officers and employees; perform basic mathematical computations; resolve minor personnel problems.

3. Special Qualifications:

- Must complete a twelve-month introductory/orientation period as a prerequisite to this position.
- Must successfully pass and maintain all requirements of criminal history background checks.
- Must successfully complete pre-employment drug screening.
- Must possess a valid Utah Driver's license.

4. Work Environment:

Work performed typically in a climate controlled office setting. Tasks require variety of physical activities, periodically involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing required to performance of essential duties. Work is potentially stressful, busy, and fast paces with extensive public contact. Mental application utilizes memory for details, emotional stability and discriminating thinking. Occasional travel out of town to meet training and/or certification requirements.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_  
(Employee)