



Grand County

Job Description

Title:	Deputy Clerk/Auditor I	Job Code:	1512
Division:	Administration	Effective Date:	09/2017
Department:	Clerk/Auditor	Last Revised:	

GENERAL PURPOSE

Performs a variety of **entry level complex clerical and administrative support duties** as needed to expedite the daily processes and statutory obligations of the office of the County Clerk/Auditor.

SUPERVISION RECEIVED

Works under the general supervision of the County Clerk/Auditor or Chief Deputy Clerk/Auditor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (Performs Some or All of the Following)

Accounts Payable: Prepares accounts payable for payment by receiving and date stamping invoices for payment of Grand County bills. Checks the accuracy and appropriateness of all payments or billings and verifies that they have not already been paid and have been approved by authorized personnel and have adequate support documentation.

Maintains accounts payable tracking and filing system for related documents; updates account, vendor and/or customer records; regularly inputs information from vouchers to the accounts payable database and runs updates to the general ledger. Balances each check run, prepares and prints checks.

Responds to telephone inquiries from County vendors, County employees, and outside vendors regarding invoices, pricing and vouchers.

Collaborates with all County department supervisors, department heads and elected officials regarding billing and changes to utilities including telephone, power, gas and County email addresses.

Accounts Receivable: Prepares and maintains accounts receivable data monitoring accounts to ensure timely billing and payment receipts.

Documents & Records: In the absence of the Deputy Clerk III or II, assists with customer service assistance functions including but not limited to issuing copies of vital records such as marriage licenses and other related public documents; process applications and documentation according to established procedures; verifies personal information and explains the procedures of the Clerk/Auditor's Office and laws governing each type of record.

Assists in the management of various permanent records such as contracts, ordinances and resolutions, assures proper filing of records, monitors access to records and files, makes copies and distributes according to government records management laws and guidelines.

Provides customer service assistance functions including but not limited to issuing copies of vital records such as marriage licenses, passports and other related public documents; process applications and documentation according to established procedures; verifies personal information and explains the procedures of the Clerk/Auditor's Office and laws governing each type of record.

Scans and indexes various permanent records such as contracts, agreements, ordinances, resolutions, warrant registers, oath of office, quit claim deeds, billing statements, vouchers, bid bonds and bond certificates; assures proper filing; monitors access to records and files; makes copies and distributes according to government records management laws and guidelines.

Revenue Collections: Responsible for managing the County Impact Fee records including maintaining computerized data on all Impact Fees collected; reconciles detailed Impact Fee records with the financial accounting records.

Receives and receipts cash and checks; posts transactions details into general ledger accounts; closes out and balances daily; makes deposit with Treasurer's Office.

Fixed Assets: Responsible for managing the County property and equipment inventory records including maintaining computerized fixed asset records and overseeing the physical inventories and tagging of equipment items; reconciles detailed fixed asset records with the financial accounting records including additions, deletions, adjustments transfers, etc. on all fixed assets to comply with GASB34 requirements.

Payroll/Benefits Support: Assist in the preparation and process of complex bi-weekly payroll; assists the Insurance Coordinator with insurance related processes.

Procurement & Budget Tracking: Prepares a variety of financial reports; performs account analysis and reconciliation, closely monitors budgets maintaining compliance of County procurement policies; provides information to vendors and department heads as requested.

Receives and processes travel requests from County departments, audits for accuracy and follows-up on supporting documentation.

Participates in the preparation of governmental financial reports. Prepares 1099 forms for vendors and maintains master vendor list.

Official Functions: May be required to transcribe minutes of County Council meetings and assists in updating and maintenance of minute indexes.

Elections: Assists County Clerk/Auditor in necessary preparations for elections; assists to monitor the ongoing and periodic processes of the office related to voter registration, candidate filing, ballot preparation and assembly, voter machine maintenance and assembly, absentee balloting, record purging, forms processing and election results processing.

Receives the mail and distributes it to the various departments immediately upon receipt. Opens and date stamps mail addressed to the Clerk/Auditor's Office and distributes mail to the appropriate person in the Clerk/Auditor office i.e. accounts payable, payroll, insurance, etc.

Marriage Licensing: Issues marriage licenses by reviewing the application for completeness, accepting fees and preparing the document. Prepares and maintains database of license purchases, issues the certified copy and provides data to the Utah Department of Vital Records.

Business Licensing: Issues and tracks business license applications. Prepares and maintains database of current businesses and completes the annual renewal process.

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.

Customer Service/Point of Contact: Responsible to greet and assist customers at the counter and on the telephone and promptly responds to inquiries related to the functions of the office. Directs other callers to the proper office or individual.

General Support: 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.

Performs related duties as required

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school;
 - AND
 - B. One (1) year of experience related to above duties; preferably in governmental accounting or recordkeeping;
 - OR
 - C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Some knowledge of general office practices, procedures and equipment; office machines and filing systems; complex; basic filing systems, alpha and numeric; Microsoft Word and Excel; office equipment, including but not limited to: computer, laser printer, copy machine, fax machine, calculator, scanner, etc.

Some skill in Microsoft applications including Word and Excel; document and report composition; the operation of PC Computer, calculator, fax machine, copy machine, telephone.

Ability to follow complex instructions; learn official document formats and indexing methods; work quickly and accurately with figures; perform basic mathematical computations; work under time pressures in meeting deadlines; communicate effectively, verbally as well as in writing; develop and maintain effective working relationships with elected officials, professionals, the public and fellow employees; operate a variety of types of standard office equipment and machines such as 10 key calculator, personal computer.

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:

Workers in the position perform in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to completion of essential functions. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking; guided and creative problem solving.

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)