

# Park County

## Job Description



<b>Title:</b> Deputy Clerk I - Elections	<b>Code:</b> 412
<b>Division:</b> Administration	<b>Effective Date:</b> 6/1/2010
<b>Department:</b> County Clerk	<b>Last Revised:</b> 4-19-2024

### GENERAL PURPOSE

Performs a variety of **entry level clerical duties** as needed to expedite the efficient and effective delivery of public services afforded through the office of the County Clerk. Performs clerical functions specific to election duties as assigned.

### SUPERVISION RECEIVED

Works under the general supervision of County Clerk or First Deputy Clerk or assigned trainer.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Assists customers, when possible, to the extent the data exists in searching public records. Oversees 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, precinct organization and divisions and election results processing.

### MINIMUM QUALIFICATIONS

Education and Experience:

- A Graduation from high school; plus, two (2) years of training with course background in basic office practices and procedures.
- AND
- B. One (1) year of experience in a multi-function office setting.
- OR
- C. An equivalent combination of education and experience.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Have or obtain a **Working knowledge of** personal computer operations and various software (word processing, etc.); interpersonal communication skills and public relations; modern filing and office system.

**Ability to** perform basic mathematical computations; operate a variety of types of standard to complex office equipment; perform under time pressures in meeting work obligations and deadlines; communicate effectively, verbally and in writing; type accurately; operate computer keyboard.

Special Qualifications:

Must be able to type and file accurately.

Work Environment:

Incumbent of the position performs 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, talking, hearing and seeing. Occasional moderate to heavy lifting. Requires use of ladders and step stools to access and retrieve records from shelving systems. Rapid work speed required to perform 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. Occasional travel required while performing job duties.

\*\*\*\*\*

**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)