

CHEYENNE COUNTY

POSITION TITLE: Deputy Clerk

RESPONSIBLE TO: Cheyenne County Clerk and Recorder

SUMMARY OF POSITION:

The purpose of this position is to provide services to the citizens of Cheyenne County and the State of Colorado. Employees must work as a team to provide these services and will gain as much knowledge as possible in each department within the County Clerk's office. Departments include Election, Motor Vehicle, Driver's License, Recording, Bookkeeping and the Road and Bridge Clerk.

ESSENTIAL JOB FUNCTIONS:

1. General office duties include assisting customers, answering phones, operating basic office equipment, filing, office inventory maintenance, daily financial balancing and other duties as assigned.
2. Motor Vehicle – Provide assistance to motorists by processing vehicle renewals, disabled placards, title applications and registrations. Verify accuracy and completeness of paperwork. Assist with inventory maintenance.
3. Election – Process voter registration updates and assist in voter roll maintenance. Prepare supplies and equipment, assist with mailing, receiving and reconciling of ballots. Employees will be required to work until all votes are tabulated on election nights and will periodically travel for training. Assist in implementation of legislative changes.
4. Bookkeeping – Prepare vouchers for accounts payable and assist in monthly payroll processes. Balance and generate necessary reports and assist with yearly financial audit.
5. Recording – Record and index documents delivered by mail, electronically or in person, issue marriage licenses, and help the general public with research of recorded documents.
6. Driver's License – Issue driver's licenses, identification cards and learner's permits. Administer driving tests.

OTHER RESPONSIBILITIES:

Perform other job-related duties as required subject to policy determination of the Clerk and Recorder.

DIFFICULTY OF WORK:

Work requires the ability to perform under pressure and time constraints. Employee must be able to handle possible upset customers, staff and community members in a professional manner. Must be able to work in close proximity with others and balance office responsibilities with customer needs, employee needs and deadlines. May be required to sit at a desk or stand at the counter for long periods of time, and occasionally lift heavy books or equipment.

QUALIFICATIONS, EDUCATION, TRAINING AND EXPERIENCE LEVEL:

Minimum requirements are high school diploma or GED. Experience with office equipment systems is beneficial, but not required as training will be offered.

LICENSES AND CERTIFICATIONS:

Valid driver’s license and ability to work in the United States.

TECHNICAL SKILLS:

- Excellent public relations and communication skills
- Confidentiality is critical
- Office skills including typing, filing, computer knowledge, use of telephones, calculators and copiers
- Willing and able to follow directions and adhere to policy
- Basic knowledge of bookkeeping
- Legible handwriting
- Ability to learn and apply new laws, regulations and policies
- Ability to effectively communicate, verbally and in writing
- Neat, precise work habits and attention to detail
- Organized work, set priorities and follow-up on assignments

ORGANIZATIONAL RELATIONSHIPS:

Employee will operate under the supervision of the County Clerk and Recorder. Must work well with other staff and be reliable to perform the duties assigned.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts Cheyenne County’s ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County’s current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.

I, _____ have read the above job description for the Cheyenne County Deputy Clerk position in the Clerk and Recorder’s office. To the best of my knowledge, I am able to perform all duties of the job as described.

Employee Signature	Printed Name	Date
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Clerk and Recorder Signature	Printed Name	Date
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