

THIRD DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves performing specialized clerical functions in the County Clerk's Office. The incumbent assists in recording and filing legal documents and issues passports and pistol permits. Work is performed under the general supervision of a higher level Deputy Clerk allowing for the exercise of independent judgement in the application of prescribed procedures and methods to routine cases. Supervision is exercised over the work of Index Clerks and subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Records and files legal documents such as separation agreements, divorces and annulments;
Calculates and collects mortgage and transfer taxes;
Maintains account records and prepares reports of fees and monies received;
Balances cash receipts on a daily basis;
Processes and issues passport and pistol permits;
Inputs transactions into computer and verifies computer input with hardcopy printouts;
Opens and distributes mail;
Answers phones and forwards calls to appropriate party.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the services provided by the County Clerk's Office;
Working knowledge of the methods and procedures used in filing and recording legal documents;
Working knowledge of office terminology, procedures and equipment;
Working knowledge of business arithmetic and English;
Working knowledge of account keeping practices;
Ability to establish and maintain good interpersonal relationships;
Ability to deal with the public in a helpful manner;
Ability to understand and carry out oral and written instructions;
Ability to plan and supervise the work of others;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to operate a computer terminal;
Good judgement;
Physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two years of clerical experience, one of which was handling or processing legal documents including court and land records.