

**Job Description**  
**County Clerk**  
**Position: Deputy Clerk – Counter**

**Principal Responsibilities:**

- Hours: 8:30 AM – 4:30 PM, Monday – Friday with occasional overtime and working on Saturdays during Elections.
  - Phone – operator, screener, receptionist
  - Reception – first line of contact between staff, employees, customers/constituents
  - Marriage License (certified copies & inquiries of same)– issuance and recording
  - Minister Credentials – record credentials, be sure information has been transferred to the Marriage License program
  - Universal Cashier – receipting of funds for recording, M/L, etc
  - Passports – acceptance agent for passports – includes mailing & documentation
  - Recording/File mark at counter
  - Recording of DBAs
  - Notary Public
  - Recording of Wills
  - Researcher – inquiries for ordinances, M/L, reports, etc.
  - Receive voter registrations over the counter/file mark
  - Other tasks as assigned

**Minimum Requirements:**

- Graduation from High School
- 2 years of experience in a professional office setting or Associates Degree in Business or similar area of study
- Ability to procure a Notary Public designation

**Skills:**

- Microsoft Suite – Excel, Word, Outlook, with Publisher and PowerPoint being a plus
- Excellent Customer Service
- Excellent computer skills and navigation between software applications
- Ability to perform at a higher degree of efficiency with the ability to multi-task in a fast paced, busy environment
- Bookkeeping, recordkeeping is a plus
- Bilingual is a plus

**This position is not able to be a “work from home” position.**