

DEPUTY COUNTY CLERK

GENERAL STATEMENT OF DUTIES: Assists in the administration of the County Clerk's Office; acts in place of the County Clerk; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is technical administrative and supervisory work of a difficult nature assisting in the overall administration of the County Clerk's Office. In addition, the incumbent in this position has full power to act generally for and in place of the County Clerk in his absence or other inability to act. Supervision is exercised over a number of employees.

TYPICAL WORK ACTIVITIES:

Performs the duties of the County Clerk in his absence or inability to act;
Directs activities of employees engaged in receiving, recording and filing of legal papers and documents;
Supervises the handling of letters received;
Supervises the issuance of licenses, maps, etc.;
Supervises Torrens Registration;
Plans and initiates office procedures and routines;
Supervises and trains office personnel;
Supervises the preparation of reports;
Gives information to attorneys and the public relating to the procedures involving the handling of documents processed in the County Clerk's Offices;
Administers oaths to any and all elected and appointed officials, Boards, Commissions and Committees;
Administers oaths to Grand Juries and all new citizens.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.