

Kendall County Job Description

Job Title: Deputy Clerk

Department: County Clerk

Reports To: Chief Deputy Clerk and County Clerk & Recorder

FLSA: Non-Exempt

Employment Status: Non-Bargaining Unit Position

Prepared Date: December 1, 2023

Summary: With general supervision, performs duties involved in processing and maintaining vital records, County documents, election and tax information, reconciles daily fees and greets customers.

Primary Duties and Responsibilities including the following:

- Greets customers at the counter, assist the general public and/or District/County employees in person or by phone answering inquiries related to the department's services, programs and records; receives complaints and attempts to resolve them; explains rules, policies, and procedures; researches questions, when appropriate, to provide accurate information; resolves issues and/or directs customers to the appropriate department/individual for resolution.
- Uses discretion and extreme confidentiality in providing and protecting information due to highly sensitive material such as births, paternity, deaths, marriages and dissolutions.
- Provides assistance in issuing copies of vital records such as birth, marriage and death certificate, DBA's and other records.
- Issues marriage licenses, processes birth and death certificates – reviewing for completeness, assigning numbers, making copies and filing.
- Assist with the sold real estate taxes – respond to inquiries, process payments, and prepare notices.
- Assists with duties related to the preparation of agendas and agenda meeting information packets for distribution to the public and county departments for the County Board meeting; maintains permanent minute's book.
- Prepares a variety of general correspondence, reports, meeting minutes and/or agendas, edits materials for clarity, completeness, accuracy, consistency, and adherence to special format, policies, and procedures; performs a variety of other clerical duties

including data entry, copying and assembling materials, collecting and distributing mail, answering phones, faxing documents and other related tasks.

- Receives payments, prepare deposits, and create and maintain spreadsheets, database information and other various documents utilizing word processing, spreadsheet, or database software.
- Assist with the conduct of elections and processing election documents, files notary public registration, files and indexes DBA documents, Statements of Economic Interests, and processes peddler's permits.
- Assists in preparation of election supplies, uses data base to search for registered voters, voter precincts, polling places, elections results and performs election night duties which may involve assisting election judges and scanning ballots.
- Assist the Chief Deputy Clerk with various reports.
- Operate a variety of office machines and equipment including personal computers, typewriters, adding machines, printers, copiers, and microfilm equipment as needed.
- Performs other duties as required or assigned.

Qualifications: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. In addition, the individual must be legally authorized to work in the United States. In addition, the individual must be legally authorized to work in the United States.

Education and/or Experience: High School Diploma or General Education Degree (GED) with 3 years of responsible clerical experience.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals and ability to write business correspondence.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals; compute ratios and percent.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to solve practical problems and deal with problems involving several concrete variables in situations where only limited standardization exists.

Other Knowledge, Skills, and Abilities: Knowledge of birth and death certificates, marriage licenses, the election process, etc , their proper preparation and effect, and specific fees

charged for copies of each type of certificate or search; knowledge of laws, rules, and regulations relating to certificates and elections as well as the ability to interpret and apply such laws, rules, and regulations; searching techniques for certificates, filing techniques, and the ability to determine correct preparation and recording of certificates; intermediate to advanced knowledge of computer system and software programs such as Microsoft Word, Excel, and Windows utilized in all areas.

Certificates, Licenses, and Registrations: As required pursuant to Federal and State laws and/or local ordinances. An oath of office is required to hold this position. Must be a registered voter.

Physical Demand: While performing the duties of this job, the employee is regularly required to stand, walk, sit, drive, reach with hands and arms, talk and hear clearly. The employee is occasionally required to balance and stoop, kneel, crouch and must occasionally lift, carry and/or move up to 25 pounds.

Working Environment: Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records. I understand that nothing in this job description alters my employment-at will relationship with the Kendall County Clerk and Recorder's Office. Also, I understand that this job description is subject to change at any time, and the County Clerk reserves the right to assign or reassign duties and responsibilities to this job at any time.

Print Name _____

Signature _____

Date _____

