



CLASS SPECIFICATION

Modoc County

CLASS CODE:	4121-014
CLASS TITLE:	Deputy Clerk I
FLSA DESIGNATION:	Non-Exempt (Confidential)
RANGE/STEP A-J:	184 (Step-A: \$2,735 - Step-J: \$4,242)

JOB SUMMARY:

Performs a variety of office administrative and technical work in support of the County Clerk's function, including assisting with the provision of support to Elections, records search and retention, and the conduct of elections; assists in directing the work of and training temporary election workers; performs related work as assigned. Incumbents are assigned exclusively in the Auditor/Clerk's Office and as such may also pick up Accountant/Auditor duties.

DISTINGUISHING CHARACTERISTICS:

Deputy Clerk I is the entry-level class in the Deputy Clerk series. Initially, under close supervision, incumbents perform a variety of support work to the elected County Clerk in the fulfillment of the duties of that office. Incumbents are expected to enter the work area with office skills and background, even though they are not expected to be familiar with the policies and functions of County Clerk/Elections.

Deputy Clerk II is the journey level in the Deputy Clerk series. Incumbents within this class are distinguished from the Deputy Clerk I by the performance of the full range of duties as assigned, including participation and assisting in all phases of the election process. Incumbents exercise independent judgment and a higher level of responsibility and may provide instruction and leadership of lower-level clerks as assigned. Positions in this class are normally filled by advancement from the I level, or when filled from the outside, require prior public elections/voter registration experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.

Deputy Clerk I

- Provide courteous customer assistance to members of the public, county departments, and other governmental agencies, in all phases of a variety of Clerk document recording and retrieval; voter registration and election information; marriage license issuance; notary bond filing; and register process servers.

- Issue Marriage Licenses, process fictitious business name statements, and Fish & Game filings.
- Use cash register/computer for work request entries; collect monies for services entering information into accounting program; balance cash, prepare deposits, and other related financial reporting functions.
- Serve as Local Filing Officer for Form 700's for Government Code filers and County designated employees. Send notices to filers, receive forms, and maintain files.
- Perform data entry of voter registration for new voters and database maintenance; scan Voter Cards using in-office technology and the Voter Registration database.
- Enter all new voter registrations and changes weekly, working with the Office of the Secretary of State, which processes the information for the Statewide Database.
- Run various Voter Registration Reports and other election data as needed.
- Check voter signatures on various election petitions to verify voter status for acceptance or rejection of petitions.
- Work with candidates to receive candidate filings, including verifying qualifications, deterring filing fees, and other requirements as needed.
- Participate in the vote tabulation process on Election Night and in the Canvass.
- Proofread all election-related materials produced by the County Registrar's Office, including Voter Information Guides, ballots, legal notices, and training materials.
- Administers the oath of office to new County employees.
- Perform general clerical duties including answering the telephone, and preparing correspondence, miscellaneous reports, and memoranda; maintain inventory of office supplies and order supplies as needed.
- Oversees and personally performs a variety of office administrative details such as: preparing orders to draw for all the office bills, arranging for the repair of equipment, keeping reference materials up to date; may prepare billing documents, and maintain office budget records.
- May also perform Accountant/Auditor duties as required.
- All other duties as assigned.

Deputy Clerk II

In addition to the duties listed above:

- Work with the Office of the Secretary of State on all phases of the election process.
- Work with the Registrar on all phases of county elections, including precinct databases, mapping, polling locations, voting equipment, and poll worker training classes.
- Work with vendors in preparation of printed voting materials including: Voter Information Guides and Official Ballots.
- Maintain and secure adequate inventories of specialized supplies and items for elections.
- Prepares the more complex records and reports as required by the County, state, and federal government, or other agencies.
- All other duties as assigned.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and ability required to satisfactorily perform the job's essential duties and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):

Knowledge of:

Deputy Clerk I

- Customer service principles, in person and over the phone, occasionally when relations are strained.
- Modern office procedures, methods, and equipment.
- Methods and techniques of filing, indexing, and information retrieval systems.
- English usage, spelling, grammar, and punctuation.
- Basic arithmetic.
- Computers and software applications; operation and use of office equipment.

Ability to:

- Learn to interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Prioritize duties and organize work in an effective manner, ensuring that critical deadlines are met.
- Establish and maintain effective working relationships with the public, county employees, and other governmental entities.
- Operate, maintain, and balance cash register and produce accounting reports for same.
- Review detailed documents for completeness, accuracy, and compliance with regulations.
- Maintain confidentiality in the performance of duties.
- Operate a variety of office equipment including computers, copiers, adding machines, etc.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work cooperatively as part of a team.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use and assist users with remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.

Required to:

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

Deputy Clerk II

In addition to the qualifications of a Deputy Clerk I

Knowledge of:

- Organization, policies, and operating procedures of the County and the County Clerk's Office.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Public election and voter registration regulations and procedures.
- Advanced principles of records management and basic archival practice.
- Ability to:
 - Understand, interpret, and apply pertinent federal, state, and local laws, codes, rules and regulations, and County and department policies and procedures.
 - Use initiative and sound, independent judgment within established guidelines.
 - Organize and set priorities for a variety of projects and multiple tasks in an efficient and effective manner.
 - Work independently with minimal supervision.

Ability to:

- Work cooperatively as part of a team.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use and assist users with remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.

Required to:

- Support the vision and mission of the county and its elected and appointed officials.
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EDUCATION AND EXPERIENCE

Any combination of education and experience/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Deputy Clerk I

Previous general clerical experience with heavy public contact is desirable.

Training:

High school diploma or GED equivalent; supplemented by secretarial, clerical, or computer training. Additional related college-level courses are desirable.

Deputy Clerk II

Two (2) years of progressively responsible clerical experience performing a variety of office or administrative support work at a level equivalent to Deputy Clerk I in Modoc County.

Deputy Clerk I/II

Special Requirements:

Possess a valid California driver's license.

Must work extended hours during election periods.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform essential duties.

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Strength and mobility to lift and/or maneuver up to 50 lbs. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision to read printed materials and a computer screen for prolonged periods of time. Hearing and speech to communicate in person or over the telephone.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

All County of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned and to return to work as ordered in the event of an emergency.

FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met for the status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.

Approved through the county-wide reclassification survey in February 1996

*Position reclassified and approved by the Board of Supervisors on August 28, 2019.
Effective September 1, 2019*

Range and step updated per approval of Memorandum of Understanding (MOU) and Salary Table on January 24, 2023
Effective: February 1, 2023

Range and step updated per approval of side letter of agreement on March 14, 2023, to incorporate a 12% Cost of Living Adjustment (COLA)
Effective: April 1, 2023

Final verified classification approved by:

DocuSigned by:

Pam Randall
Human Resources and Risk Manager Director

Reviewed and approved by:

DocuSigned by:

Margaret Long
County Counsel

Received and filed by:

DocuSigned by:

Tiffany Martinez
Clerk of the Board