



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Chief Deputy County Clerk

**FLSA:** Exempt

**DEPARTMENT:** County Clerk

**REVISED:**

**Summary:** Under general direction, assists with supervising, planning and coordinating the activities of the County Clerk's Office; provides complex staff assistance to the County Clerk.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Serves as clerk to the Board of County Commissioners; attends board meetings, work sessions and Board of Equalization hearings; prepares and distributes agendas, performs minute taking duties, coordinates required publication of minutes, public notices and legal advertisements; maintains electronic database of official records, papers, reports and correspondence.
- Serves as Clerk to the Board of Equalization; attends hearings, sends notifications of hearings to tax protestors, prepares documentation, distributes facts and findings, and certifies record to State Board of Equalization.
- Posts agendas and approved minutes to the website for inter-agency and general public access; develops and implements policies and procedures in relation to the management of active records; reviews and implements retention policies as established by the State Archives.
- Provides assistance, directions and advice to County visitors; liaises with other County departments; responds to inquiries from County departments, State/Federal agencies and the general public.
- Assists with coordinating the operations and activities of the Recording Office, Titling Department, UCC's, Accounting Office, Records Center, and Elections and Marriages; provides assistance in determining changes to policies and procedures and ensuring compliance with statutory changes.
- Represents the County Clerk at local/state meetings and committee hearings; provides written/oral testimony as required.
- Conducts and prepares lien search reports as requested by financial institutions, title companies, motor vehicle dealerships and the general public; prepares and monitors corresponding invoices.
- Reconciles fees collected by various divisions of the Clerk's office; balances operations and escrow checking accounts; prepares monthly escrow account billings and statements; provides assistance with the preparation and monitoring of the County's fiscal budget; coordinates budget requests and approves expenditure vouchers.
- Provides administration and oversight in relation to liquor license/fireworks permit applications.
- Hires, supervises, trains and evaluates the performance of assigned personnel; coordinates employee performance appraisal process; ensures staff compliance with departmental policies and procedures; reviews time sheets for payroll processing and approves leave requests for assigned personnel.
- Provides assistance with election process activities including posting relevant election information on the website, registering/assisting voters, proofreading ballots prior to printing, and providing information to the media in the absence of the County Clerk.
- Fills in during absences and vacancies in other departments and performs other duties as required.



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### Knowledge and Skills:

- Knowledge of all aspects of the day to day operations of the County Clerk's Office.
- Knowledge of Board of County Commissioner and Board of Equalization activities.
- Knowledge of activities and services conducted by Elections, Recording, Titling, Accounting, Records, and Marriages offices/departments.
- Knowledge of administration processes in relation to liquor license/fireworks permit applications.
- Knowledge of electronic databases used to maintain official records, reports and correspondence.
- Knowledge of accounting/budgetary principles, practices and standards.
- Knowledge of supervisory principles, practices, and methods.
  
- Skill in coordinating all aspects of County Clerk's Office operations and activities.
- Skill in serving as a Clerk to the Board of County Commissioners and the Board of Equalization.
- Skill in serving as resource in relation to past history and information related to the County government.
- Skill in liaising with and providing assistance to County Departments, State/Federal agencies, and the general public.
- Skill in supervising, leading, and delegating tasks and authority.
- Skill in coordinating election process activities.

### Minimum Qualifications:

Associate's Degree in Public Administration, Political Science or a related field; AND three (3) years administrative experience working in a governmental or public agency environment, including two (2) years clerk administration experience; or equivalent combination of education, training and experience.