

VACANCY

CLASSIFICATION: SECRETARY/DEPUTY CLERK

GENERAL SUMMARY:

At the discretion of the elected Chippewa County Clerk, the Deputy is responsible for performing any and all duties required of the Clerk, as set forth by the Constitution of the State of Michigan, and is subject to the same qualifications, statutes, requirements, penalties and obligations applicable therein.

TYPICAL DUTIES: See attached job description

MINIMUM QUALIFICATIONS: See attached job description

PAY GRADE: Grade 7. Starts at \$15.2131/hr; 90 days \$15.3290/hr; 1 year \$15.6770/hr; 2 years \$16.6047/hr; 3 years \$17.0685/hr; 4 years \$17.5323/hr; 5 year \$17.9962 (Policy #211 will be followed)

Employees applying for this position should submit a letter of application and resume to:

Catherine Maleport
County Clerk
319 Court Street
Sault Ste. Marie, MI 49783

Posting Date: February 20, 2013



Position Code 1203

CHIPPEWA COUNTY, MICHIGAN POSITION DESCRIPTION

POSITION TITLE: SECRETARY/DEPUTY COUNTY CLERK

Department:

Clerk's Office

Pay Grade: 7

Reports To: County Clerk

Purpose of Position

At the discretion of the elected Chippewa County Clerk, the Deputy is responsible for performing any and all duties required of the Clerk, as set forth by the Constitution of the State of Michigan, and is subject to the same qualifications, statutes, requirements, penalties and obligations applicable therein.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Receives and processes documents for civil and criminal Circuit Court cases, vital records, various legal registrations, DD 214's, concealed weapons permits, notaries, etc.; checks documents for accuracy, date stamps, and notarizes; prepares certified papers; issues documents/papers, licenses, passports, permits, registrations, etc.

Answers the telephone and greet visitors providing information, assistance, and direction; provides assistance on all available public records maintained in the Clerk's office; explains requirements, procedures, fees, and need for proofs; provides research service to the public and prepares certified copies of documents as required.

Accepts documentation for Court cases and opens cases by preparing legal files and documents; enters cases on Court docket; prepares and distributes calendar of pending cases.

Performs various account keeping activities such as calculating fees, receiving payments, issuing receipts, posting payments to accounts and ledgers for Clerk's office, court fees, restitutions, bonds, fees, etc.

Tabulates and generates monthly reports for SCAO; prepares monthly vital records report for the state.

Prepares and balances daily receipts.

Acts for the Chief Deputy Clerk on matters of defined policy in the official's absence; acts as Clerk of the 50th Circuit and Family Court Clerk if necessary.

Types agendas and minutes of County Board of Commissioners meetings.

Provides support and assistance with elections; computes QVF information; assists with ballot preparation and election results.

Performs duties for Jury Board including preparing vouchers, questionnaires, jury lists, calculating mileage, mailing checks, etc.

Assists with genealogy searches.

Provides assistance to coworkers as needed.

Maintains files and filing systems.

Performs other related essential duties as required.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

High school diploma or GED; supplemented by training in court rules and laws plus one year of relevant work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Requirements

Notary Public certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of automated office machines including typewriter, calculator, copier, telephone system, fax machine, etc.; ability to coordinate hands and eyes in using automated office equipment; ability to operate a computer utilizing word processing, spreadsheet, database, Internet, and other software applications.

Ability to exert physical effort in light to moderate work involving lifting and carrying books weighing up to fifty pounds, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance; tasks require visual perception and discrimination; tasks may involve extended periods of time at a keyboard or workstation.

Mathematical Ability

Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Language Ability and Interpersonal Communication

Ability to comprehend and correctly use a variety of informational documents including civil/criminal papers, billing invoices, production reports, birth/death records, and other reports and records.

Ability to comprehend a variety of reference books and manuals including Court rules, QVF manual, computer/software handbooks, policy and procedures, and others.

Ability to prepare Court reports, Board reports, notary reports, vital records report, crime victim reports, agendas, minutes, statistical reports, memorandum, correspondence, and other job related

documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

Ability to make independent judgments in the absence of management, use common sense, and exercise sound professional judgment in all daily activities; ability to utilize the principles of rational systems in the performance of tasks.

Ability to learn and understand legal and accounting/bookkeeping terminology, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.

Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.

Ability to obtain proper and correct knowledge on various issues and be knowledgeable of resources available; ability to prioritize and manage pressures of multiple demands; must possess skills in problem identification and personal interaction.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a professional manner; ability to communicate and deal with aggressive, argumentative, upset, and irate individuals.

Ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

Ability to communicate effectively with supervisor, various court administrators, legislators, elected officials, attorneys, coworkers, other County personnel, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

Environmental Adaptability

Ability to work effectively in an office environment.

Essential functions are regularly performed without exposure to adverse environmental conditions.

Fair Labor Standards Act Status

This position is not exempt from the overtime provisions of the Fair Labor Standards Act.

Chippewa County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.