

## Scott County Government

### Position Description Form

**Position:** Job Title: Chief Deputy County Clerk  
Department Name: County Clerk  
Supervisor Title: County Clerk

#### Position Summary

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Under administrative direction, supervises the daily operations and services of the County Clerk's office; oversee a wide variety of programs; administers departmental budget; and performs related work as required. This position functions as an extension of the elected Clerk and is an integral part of the executive function of the office and all statutory responsibilities.

#### Duties and Responsibilities

- Balance and run POS reports to compare with AVIS reports for daily deposits
- Verify that all receipts are deposited intact daily and that all disbursements are made and recorded on a timely basis
- Manage employee leave requests
- Manage personnel files
- Oversee all department supervisors and bookkeeper
- Sign off on weekly time sheets
- Oversee payroll as it complies with the annual order
- Document personnel actions
- Conduct employee evaluations
- Budget preparation, implementations and management
- Prepare PO's and present to Fiscal Court for payment
- Manage all lease agreements
- Manage all grants
- Communicate daily/weekly with department supervisors
- Oversee person(s) handling website and social media
- Submit advertising and notification to media when necessary
- Communicate with HR and Fiscal Court of yearly budgets and pay scales
- Setup and conduct new hire interviews
- Assist in conducting Elections and development of all election related trainings
- Assist in conducting yearly delinquent tax sale
- Attend monthly State and Clerk trainings
- All other duties as assigned or required

## **Position Dimensions**

### ***Education and Experience:***

- High School graduate or the equivalency, supplemented by business school or previous office experience which provides the required knowledge, skills, and abilities

### **Special Knowledge, Skills and Abilities:**

- Considerable knowledge of general office practices and procedures including bookkeeping or accounting and use of standard office machines
- Ability to establish and maintain effective working relationships with other employees and the general public
- Neatness of work and mature judgment. learning ability; mental alertness; tact and courtesy; accuracy and ability to communicate. Dependability. Integrity.

***Supervisory Responsibility:*** Direct supervision over Motor Vehicle, Election and Recording Supervisors.

## Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

*Mark the work conditions that are present on the job.*

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

## Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.