

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY COUNTY CLERK II

General Summary

Under the supervision of the County Clerk, receives processes and records documents for births, deaths, marriages and other records processed by the office of the County Clerk. Assists customers at the counter and by telephone by responding to inquiries related to vital records and the procedures of the Clerk's office. Processes the more complex requests for information and/or documents which requires researching county records and files of the Clerk's office and other county offices.

Essential Functions

1. Processes the more difficult requests for information or documents. Searches files of the Clerk's office and other county offices to obtain the needed information.
2. Provides counter assistance in issuing copies of vital records such as birth, marriage and death certificates, concealed weapons permits, passports, DBA's, and other records, and explaining the procedures of the Clerk's office.
3. Answers telephone calls to the Clerk's office and responds to inquiries related to the processing of vital records and other functions of the office. Directs other callers to proper office or individual.
4. Accepts and processes legal documents, collects fees, and files papers after recording.
5. Assists in preparing and processing various documents such as passport applications, concealed weapons permit applications, assumed names and co-partnerships, and gun permits by checking for proper documentation and typing and responding to related inquiries at the counter and by telephone.
6. Issues marriage licenses by reviewing health certificates, checking residency, reviewing application for completeness, accepting and receipting fees, and preparing marriage license. Keeps track of marriage licenses and waivers and provides data to the health department.
7. Processes birth certificates by reviewing for completeness, assigning numbers, making copies, and filing. Processes, seals, corrects, and replaces adoption records.
8. Prepares DBA documents, enters information from DBA's to the computer, and prepares index card for each. Processes DBA's received by mail, fills requests for copies, and responds to related requests for services.

9. Enters information on office records to the computer and retrieves information to respond to inquiries.
10. Prepares reports for other governmental agencies of records filed with the County Clerks office.
11. Counts and balances cash drawer each day including credit card charges.
12. Assists with ballot preparation including, crimping, assembling, and proofreading.
13. Performs a variety of other support tasks such as typing forms and other documents, preparing certified copies of records, assisting with mailings, and related support tasks.

Other Functions

14. May attend meetings of various committees and boards to take minutes as a back-up to the Administrative Assistant.
15. May transcribe meeting minutes from tape.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent.

Experience: One year of clerical experience including experience with window based computer programs

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

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Ability to lift and carry files and records.

Ability to enter and access information from a computer.

Ability to retrieve and move books and indexes weighing up to 30 lbs.

Standing for prolonged periods to assist customers at the counter.

Climbs ladders and step stools to place and retrieve files.

Bending, stooping, and crouching to retrieve records and files.

Working Conditions:

One year of clerical experience including experience with window based computer programs.

