

JOB DESCRIPTION

Job Title: Deputy Clerk

Department/Location: Circuit Clerk's Office

Reports to: Chief Deputy or Office Holder – Circuit Clerk

FLSA Status: Hourly Non-Exempt

Prepared Date: October 2016

General Purpose of the Position: Under the direct supervision of the Circuit Clerk or Chief Deputy, this position provides administrative support for the Circuit Clerk's office. This position deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization.

Essential Duties and Responsibilities:

1. Maintains complete files on regular accounts and correspondence.
2. Classifies material for filing in an established system.
3. Prepares monthly reports.
4. Assists taxpayers at counter.
5. Screens telephone calls and furnishes information, takes messages, refers calls, and when appropriate, resolves the problem or complaint; accurately distributes correspondence and other communications received; receives inquiries and concerns on behalf of the Circuit Clerk.
6. Operates personal computer.
7. Protects confidential information by preventing unauthorized release, both verbally and/or in writing.
8. Is dependable and meets acceptable attendance requirements at all times.
9. Complies with all policies, procedures, safety rules and regulations.
10. Serves as a representative of Iroquois County, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
11. Other related duties as assigned.

Skills and Abilities Required:

1. Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
2. Must have knowledge of basic business administrative and accounting procedures.
3. Must be able to comprehend and express with oral and written skills the English language while using appropriate spelling, grammar and punctuation.
4. Must have exceptional organizational skills with continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.

5. Must have analytical ability in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.

Computer Equipment and Software Requirements:

1. Proficiency in Microsoft Windows, Office, Excel, Word, Outlook, office facsimile and document imaging technology.
2. Able to type at a speed necessary for successful job performance.

Education and Experience Required:

High-school diploma or GED, with 2 – 3 years clerical or administrative experience. Completion of applicable computer classes preferred.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach over head with hands and arms.
- The employee is required to sit for long periods of time; occasionally required to climb or balance, stoop, kneel or crouch.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision; distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently exposed to optical exposure to computer screens.
- The employee is generally required to sit for long periods of time.
- The noise level in the work environment is usually moderate.
- While performing the duties of the job, the employee will perform extensive keystroke tasks.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____