



## CLASS SPECIFICATION

Class Code: 0159  
Date Est: 7/73  
Last Rev: 3/2001  
Last Title Chg:  
FLSA: Exempt

### CHIEF DEPUTY COUNTY CLERK

#### **DEFINITION**

Under administrative direction, supervises the daily operations and services of the County Clerk's office; oversees a wide variety of programs; establishes and maintains the Department accounting system; administers departmental budget; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university with major work in business administration or closely related field and two years of administrative or supervisory experience for two or more programs common to a County Clerk's office; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over support staff.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Assist the County Clerk in the administration of a variety of County Clerk Department programs; including preparing proposed legislation, rules and regulations for implementation in different program areas.

Oversee the daily operations of accounting, licensing and registration functions of the County Clerk's office including independent studies of work methods and procedures; make recommendations for improved methods and procedures; assist the County Clerk with formulation and implementation of new Departmental programs, policies and procedures to ensure effective operations.

Supervise assigned support staff including assist in staff selection; provide staff training in proper work methods and techniques; assign and review work; conduct performance evaluations; implement discipline and conflict resolution procedures when necessary.

Serve as primary resource for information regarding policies, procedures, laws and rules affecting the functions and operations of the County Clerk Office; handle inquiries on the telephone and in person, provide information, resolve complaints, interpret policies, procedures, rules and regulations; and make operational judgments for assigned program areas.

Maintain a variety of files and records (microfilmed, computerized and manual) related to the activities of the County Clerk's office, including current information on code changes that affect the County Clerk's responsibilities and procedures.

Determine the validity of records, including certifying, exemplifying, and attesting to court records and other documents required to be filed in the Clerk's office; validate official documents in the name of the County Clerk.

Prepare and implement departmental budget; monitor and track budget expenditures, reconciling monthly and year-end expenditures and revenue; review and verify and prepare departmental payroll; maintain and requisition supplies, equipment and other materials, to ensure fiscal integrity.

Assist with presentations to County personnel, public groups or legislative bodies, including preparation of proposed legislation and testimony in front of legislative bodies.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or other to unnecessary harm or risk of on-the-job injury.

Act for the County Clerk in the County Clerk's absence or when delegated.

May perform marriage ceremonies

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

The Nevada Revised Statutes and Washoe County Code related to programs, activities and functions of the Washoe County Clerk's Office.

Organizational structure of Washoe County as it relates to programs, activities and functions of assigned area(s).

Departmental/divisional policies, practices, and procedures.

Countywide personnel policies such as affirmative action, sexual harassment, discrimination, and EEO.

Budget development methods and techniques.

Records systems and computer software used in the assigned area(s).

#### **Ability to:**

Understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities.

Assist with planning, organizing, directing and coordinating the functions, operations and services of the County Clerk's office.

Effectively represent the County Clerk Department to the courts, public, other County Departments and other government organizations.

Develop a budget and exercise sound fiscal control procedures.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

#### **Knowledge of:**

Law, rules, regulations, legal responsibilities, functions, and procedures of a County Clerk's Office.

Court procedures and requirements for receiving and filing court documents.

Principles of general management, supervision, and training.

Methods and techniques of accounts maintenance and expenditure tracking.

Modern office procedures, practices, and equipment.

**Ability to:**

Supervise, train and evaluate the performance of assigned staff.

Develop and implement systems to maintain records, confidential data and information.

Provide explanations, information, answer questions and makes recommendations for action in a manner that does not intimidate or provoke members of the public.

Evaluate functions and operations, including work procedures, processes, and administrative policies, to determine their effectiveness and efficiency; develop, recommend and implement operational alternatives.

Develop, interpret, apply and explain pertinent ordinances, codes, regulations and standards including administrative and departmental policies and procedures.

Communicate clearly and concisely both orally and in writing.

Establish, maintain and foster effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to work in a standard office environment. Ability to use a microfilm reader and printer and standard office equipment including computers, telephones, calculators, copiers and fax machines. Ability to attend evening meetings.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved WERCCS Job Evaluation Committee

Date March, 2001