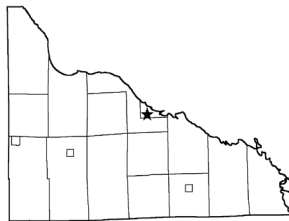


Presque Isle County Clerk



Presque Isle County Clerk – Job Description – Deputy Clerk

Status: Non-Exempt, Hourly Position (40 hours per week)

General Summary:

Under the supervision of the County Clerk performs routine clerical duties: typing, filing and record keeping. Applicant must be able to understand and retain information as it relates to office functions including laws, confidentiality, procedures that apply to listed duties.

Duties to include:

Assisting the public either at the counter or on the phone.

Payroll:

Process payroll for approximately 70 employees, along with other elected and appointed officials and committee members. Payroll includes submitting to Social Security, Medicare, federal and state tax, retirement contributions, deferred comps, AFLAC and multiple unions. Must be able to process transactions for wage garnishments and child support withholdings. Prepare and process, monthly, quarterly and yearly reports including W-2's and 1099's. Must be able to administer benefits according to union contracts and personnel handbook.

Vital Record:

Create, file or retrieve any of the vital records held in this office including but not limited to: birth, marriage and death certificates, assumed names, concealed pistol applications, notary applications, Veteran ID's and peddler licenses.

Accounts Payables:

Create vouchers, enter for payment and create checks accordingly to the county's payment methods. Prepare and provide reports to departments.

53rd Circuit Court:

Receive and file new cases within the 53rd Circuit court, including assigning case numbers to new civil (including paternity, support and divorce), personal protection and criminal cases, entering and scanning of pleadings, receipting payments of court costs and bonds. Clerking court, Jury and bench trials, prepare orders and notices; prepare and run reports.

Election:

Duties include accepting paperwork from candidates and local clerks and reviewing for accuracy and completion. Helping with election questions and assisting precinct workers with procedures questions on Election Day. Look-up and relay voter registration information as requested. Also must gain a working knowledge of all election equipment and processes.

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Presque Isle County is an Equal Opportunity Employer.

Other:

Upon assignment of the County Clerk may clerk for the Board of Commissioners, Board of Canvassers and other duties as assigned.

Must be able to handle irate and hostile individuals without invoking additional level of violence.

(This list may not be inclusive of the total scope of job functions to be performed, Duties and responsibilities may be added, deleted or modified at any time.)

QUALIFICATIONS:

Education:

High school graduate or equivalent. Payroll or Accounting degree or experience preferred by not necessary.

Experience:

Experience in Payroll, accounts payable or Human Resource and experience in legal and elections helpful but not required. Must be able to work and create documents in word, excel or other data processing programs.

Other Requirements:

Ability to understand and operate, within a reasonable time, the various software programs with the County Clerk's Office.

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 promotion 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 these requirements].

Ability to lift and carry files and records

Ability to enter and access information from a computer

Standing for prolonged periods to assist customers at the counter

Bending, stooping, and crouching to retrieve records and files from filing rooms.

Work Conditions:

Works in office conditions.