



## COUNTY OF NYE

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### **CLASS TITLE: CHIEF DEPUTY CLERK**

#### **BASIC FUNCTION:**

Under direction of the Clerk, 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; and administers departmental budget.

#### **REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists.*

*Assigned job tasks/duties are not limited to the representative duties).*

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Assist with presentations to County personnel, public groups or legislative bodies, including preparation of proposed legislation and testimony in front of legislative bodies.
8. Assist with all aspects of voter registration and election process.
9. Act on behalf of the County Clerk in the County Clerk's absence or when delegated.

10. Balance fee sheets and cash daily and monthly.
11. Opens and distributes mail; prepares bank deposits.
12. Performs all duties associated with the position of Deputy Clerk.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school proficiency exam and 3 to 5 years work experience as a deputy assigned to the duties and responsibilities of the class.

**LICENSES:**

Valid Nevada Driver's License

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

May demonstrate work activities to more junior personnel.

**CONTACTS:**

Elected Officials, department heads, employees, co-workers, general public, and vendors.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Normal office environment.