

PICKAWAY COUNTY BOARD OF COMMISSIONERS

POSITION DESCRIPTION **An Equal Opportunity Employer**

POSITION TITLE: Deputy Clerk

DIVISION: Clerk of Courts Office Title Dept.

CIVIL SERVICE STATUS: Unclassified

EMPLOYMENT STATUS: FT / Regular

REPORTS TO: Clerk of Courts

CRITICAL CHARACTERISTICS:

- Patient
- Pleasant
- Efficient
- Accurate
- Ability to manage multiple tasks simultaneously.
- Ability to maintain confidentiality of information.
- Demonstrates regular and predictable attendance.

ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

- Load titles and paper for the day.
- Print and mail all ELT's daily.
- Go through mail and do any title work that needs to be completed.
- Wait the counter, help customers with their titles in a timely manner.
- Complete titles over the counter, through mail and from out of state.
- Complete any dealer work in between customers, must be able to multitask.
- Scanning and filing are a part of our daily flow. This is done throughout the day.
- Must have excellent customer service skills.
- Answering all incoming calls and be able to make outbound calls when needed to customers.
- Must be good with a computer and excel. We use this daily.

POSITIONS SUPERVISED:

- None

QUALIFICATIONS:

High School Diploma or GED and any combination of education, training, and experience, which provides the necessary skills, knowledge, and abilities to perform the work of this job. Other requirements include:

- Must become familiar with departmental policies and procedures, office practices and procedures, county personnel practices and procedures, governmental structure and process, Civil Service laws, Rules and regulations.
- Must possess the ability to communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the general public, exercise sound judgment, maintain accurate records and interpret general instructions.
- Have ability and commitment to work with the public.

COMPUTER / TECHNOLOGY / SOFTWARE SKILLS:

The following is the common technology used in this position and is not all inclusive.

Data Entry, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, intranet, electronic resources, internet, and other miscellaneous County related software applications.

EQUIPMENT OPERATED:

Equipment: Copiers, scanners, and computers.

ADDITIONAL WORKING CONDITIONS / PHYSICAL DEMANDS:

- Must be willing to work 1-2 Saturdays a month.

LICENSURE OR CERTIFICATION REQUIREMENTS:

- A valid Ohio Driver's License and insurability under the County's Motor Vehicle Policy.

Deputy Clerk

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Deputy Clerk will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Approval of Appointing Authority

____/____/____
Date

Employee Signature

____/____/____
Date

Date Adopted: 3/30/23