

OSCEOLA COUNTY JOB DESCRIPTION

DEPUTY COUNTY CLERK

Supervised By: County Clerk and/or Circuit Court Clerk

Supervises: N/A

Position Summary:

Under the supervision of the County Clerk or their designee, receives, processes and records documents for births, deaths, marriages and other records processed by the office of the County Clerk. Assists customers at the counter and by telephone by responding to inquiries related to vital records, Circuit Court, other documents, and procedures maintained at the Clerk's office. Also prepares certified copies of same. At the direction of the Circuit Court Clerk may be assisting with circuit court data entry, filing, attending court hearings and other duties as assigned regarding the court.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides counter assistance in issuing copies of vital records such as birth, marriage and death certificates, DBA's and other records and explains the procedures regarding same. Includes looking up records, making copies, certifying documents and receipting fees.
2. Answers telephone inquiries regarding vital records, circuit court documents, filings and processes, concealed weapon permits and elections/voter information.
3. Assists in processing various documents such as concealed weapons permit applications, notary public applications and assumed names. Collection of payments on Court fines, costs and restitution.
4. Issue marriage licenses, checking residency, inputting required information in database, accepting and receipting fees, preparing marriage license.
5. Processes birth certificates by reviewing Worksheet for completeness and accuracy, assigning file number, indexing, making copies and filing.
6. Receive and review electronic death records from funeral directors, assign file numbers, make copies and index.
7. Organizing and, balancing to month-end data base report, birth records, death records & divorces for filing with the State of Michigan. Month-end indexing of marriage, birth and death records.
8. Provides counter and telephone assistance to attorneys, court personnel, other governmental agencies, and general public regarding court related matters. Receives and processes a multitude of court related papers and answers questions pertaining to same.

9. At the direction of the Circuit Court Clerk, may attend court hearings and assists with court related data entry, file preparation and maintenance.
10. Assists maintaining the Jury System by sending out questionnaires and Summons for all the court systems and processes the vouchers. Occasionally sends out Show Causes and Bench Warrants of No Shows.
11. Prepares concealed weapons permit files for Gun Board review. Processes approved permits for mailing.
12. Processes Circuit Court Collections by using Jail lists, Accurint, OTIS, and Vinelink for addresses. Sends statements and sets up Pay Plans. Occasionally may go to court for Show Causes and Bench Warrants.
13. Maintains the Jury System by sending out questionnaires and Summons for all the court systems and processes the vouchers. Occasionally sends out Show Causes and Bench Warrants of No Shows.
14. Assists in Election preparations and maintenance of the State QVF voter registration system.
15. Performs bookkeeping duties as relates to accounts payables and prepaid invoices for the County.
16. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High School Education. Legal experience for three years preferred.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Knowledge of the principles and practices of court operations in a supporting role.
- Knowledge of Customer Service skills
- Ability to use a variety of office equipment and software packages.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master court software and new technologies.
- Ability to attend meetings scheduled at times other than normal business hours.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, climb ladders, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 30 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.