



**Carbon County
Job Description**

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| Title: Deputy Clerk/Auditor | Job Code: |
| Department: Clerk/Auditor | Effective Date: March 2024 |
| Reports To: Clerk/Auditor & Chief Deputy | Last Revised: |
| Full-Time | FLSA Status: Non Exempt |

Overall Responsibility:

Perform basic duties in the Clerk/Auditors office including assisting with:
Accounts Receivable
Abatements
Elections
Cash Drawer Balancing

****The County Clerk-Auditor's Office also works under certain protocols established by judicial decision, and the Laws of the State of Utah and the United States. Compliance at all times with those is part of this job description. The County Clerk-Auditor may, from time to time, impose other requirements reasonably related to the good operation of the Office. Nothing contained herein shall be so construed by any employee as grounds to refuse to perform any duty reasonably associated with this position.***

Key Tasks and Responsibilities:

Clerk's vault filing
Accounts payable auditing and proofreading
Counter Work
Marriage Licenses
Animal Licenses
Passports
Scanning accounts payable
Outgoing mail and posting
May assist in other departments as needed
Other duties as assigned which are reasonably related to the above described functions

Skills and Attributes:

Most tasks are, or become routine and have set policies. There are a great number of tasks to be learned with a great amount of detail. Self-motivation and efficiency are necessary to handle a large and varied workload. Must be able, on occasion, to work without direct supervision.

*Errors could cause both legal and financial liabilities for the entire County Governments. Some personal liability may attach to certain actions

Experience Requirement:

- High school diploma or equivalent
- At least one (1) year previous clerical experience
- Must be computer literate
- Must be proficient in Word and Excel
- Must be bondable
- Prior word processing experience required
- Must be able to understand both written and oral instructions and interpret them accurately
- Must keep many office matters in strictest confidentiality
- Must be able to deal courteously and helpfully with the public
- Notary Public qualifications
- Previous money handling experience required

Physical Effort/Environment:

- Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together
- When talking one must convey detailed or important instructions
- Able to hear average or normal conversations and receive ordinary information
- Sedentary work. Sitting most of the time
- Work is generally performed indoors in a safe environment with little requirement for physical exertion. Some light lifting is required (heavy files), up to 25 pounds. Reasonable accommodation to some tasks is possible

Employee Signature

Supervisor Signature

Date

Supervisor Signature