



GEM COUNTY CLERK'S OFFICE

JOB TITLE: Deputy Clerk - Elections/Recorder
DEPARTMENT: Clerk
REPORTS TO: County Clerk
SALARY: \$36,587/year
CLOSING DATE: Open until filled
BENEFITS: County Paid Medical, Dental, Vision, Life Insurance for the employee, PERSI Retirement, Sick Leave, Vacation after 1 year, Holiday Pay, and Funeral Leave

SUMMARY

Under the direction of the County Clerk, this position is responsible for senior-level clerical work in areas pertaining to elections, passports and recording. Duties include maintaining complex filing and recording systems, administering adherence to Federal, State, and Local laws, and performing additional clerical or manual office duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides general assistance to the County Clerk in performing administrative duties as defined by state and county statutes, ordinances and codes.
- Offers professional and courteous customer service by phone, in person, and in writing; answers questions and directs customers to appropriate resources or departments.
- Supports election operations, including voter registration, election supplies, polling locations, poll workers, candidate filings, petitions, ballot preparation, voter identification, ballot security, and election day activities according to Idaho Code.
- Maintains accurate voter registration, precinct, special district, maps, legal descriptions, and related election records.
- Assists candidates with filing requirements, petitions, deadlines, and reporting obligations.
- Reviews, records, scans, indexes, and maintains recorded documents and related records; verifies document information and recording requirements.
- Assists the public, title companies, lending institutions, and other entities with document research, lien searches, and requests for copies or recorded information.
- Reconciles fees and cash receipts and prepares applicable billing and financial reports.
- Issues and processes passports, marriage licenses, alcohol beverage licenses, and catering permits.
- Schedules appointments and maintains calendars for passports, marriage licenses, and other office services.
- Ensures confidential information and official records are handled and maintained securely.
- Operates computers, specialized recording and scanning equipment, election equipment, and standard office equipment.

- Performs other duties as assigned or needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Operation of standard office equipment, including a personal computer and job-related software applications.
- Operation of standard and specialized document scanning, copying, retrieval and maintenance equipment.
- Bookkeeping and recordkeeping practices and procedures.
- Current office practices and procedures.
- English, grammar, spelling, punctuation and composition.

Ability to:

- Interpret applicable federal, state and county ordinances, codes, statutes and regulations.
- Interpret and explain county department functions, policies and procedures.
- Maintain accurate and organized records and complete work within established deadlines.
- Perform multiple tasks, manage interruptions, and prioritize work in a time-sensitive environment.
- Handle confidential and sensitive information with discretion and integrity.
- Understand and follow oral and/or written policies, procedures and instructions.
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties.
- Operate standard and specialized document preparation, copying, archiving and retrieval equipment.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with other county employees, supervisory personnel, state and local elected and appointed officials and the public.
- Deal tactfully and diplomatically with government officials, elected and appointed officials and the general public.
- Perform time management and scheduling functions, meet deadlines and set project priorities.
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures.
- Maintain a professional demeanor during stressful situations and respond courteously to customer inquiries that may be controversial or adversarial.
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

ACCEPTABLE EXPERIENCE AND TRAINING

- High school diploma or GED equivalency is required; business office training preferred.
- Two (2) years office experience.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

SPECIAL QUALIFICATIONS

- Ability to complete annual Department of State Passport Services Certification.

TYPICAL PHYSICAL REQUIREMENTS

- Ability to discern verbal instructions and communicate effectively with the public and other employees on the telephone and in person.
- Ability to comprehend written instructions and review, evaluate and prepare a variety of written/taped

documents and materials.

- Ability to operate a personal computer as well as standard and specialized office equipment.
- Ability to lift up to 30 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.
- Ability to work in varying conditions indoors and outdoors.

APPLICATION PROCESS

- Applications are available on the Gem County website at:
https://www.gemcounty.org/departments_offices/human_resources/index.php
- Applications along with a resume should be submitted directly to the Gem County Clerk's Office at 415 E. Main St. Room 202 Emmett, ID 83617 in person or by mail.
- Questions regarding this job opening should be addressed to Clerk Leandra Rountree at clerk@co.gem.id.us or 208-365-4561. Applications will be accepted until the position is filled.

DISCLAIMER:

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.