JOB DESCRIPTION-DEPUTY CLERK/RECORDER

**Reports to:** County Clerk & Recorder

**Status:** Full-time, Union position

**Summary:** Performs a variety of specialized clerical duties as mandated by statutory guidelines for the County Clerk’s Office

Essential Duties and Responsibilities:

* Issues, enters and maintains records for birth, deaths, marriages, voter registrations, elections, tax redemptions, marriage licenses and other permits, licenses and documents issued by the County Clerk’s office.
* Responds to inquiries and provides information in person, on the phone and by correspondence on the records, files and documents maintained by the County Clerk’s office.
* Searches files for and issues copies of requested documents, such as birth, death and marriage records.
* Indexes, verifies information in land record system.
* Registers voters, aids in election setup, and helps provide ballots for early and grace voters in the office.
* Must be proficient in Microsoft Word, Excel and Adobe Acrobat.
* Strong written and oral communication skills
* Ability to multi-task and prioritize daily work activites.
* Strict adherence to confidentiality requirements.
* Ability to be a team player and work independently.
* Bilingual fluency in Spanish is helpful.