

Deputy County Clerk



Position Description

Status

Full-Time – 36 hours, Nonexempt

Compensation

A13

Bargaining Unit

GELC – General Unit

Reports to

Chief Deputy County Clerk

Supervises

None

Position Category

Generalist

Summary

Receives and determines the eligibility of documents submitted electronically and physically for births, deaths, marriages and other records processed by the office of the County clerk in compliance with Michigan Compiled Law and the requirements set by the Michigan Department of Community Health - Division for Vital Records. Interacts with shareholders at the counter and by telephone responding to inquiries related to vital records and the procedures of the Clerk's office. Receipts payment for transactions, balances cash daily, and maintains petty cash.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Record, protect, and maintain Allegan County birth records according to Michigan Department of Community Health-Division for vital records requirements and state and federal statute: generate certificates of live birth.
2. Act as a liaison between the County Clerk's office and the Michigan Department of Community of Health. Respond to phone and in person, mail and counter inquiries from the public.
3. Record death certificates.
4. Process affidavits for license to marry.
5. Process applications for Concealed Pistol Licenses and maintain data both electronically and physically.
6. Clerk the Allegan County Board of Commissioners meetings and report/distribute meeting minutes to various stakeholders.

7. Process Doing Business Under Assumed Name or Partnership registrations, maintain electronic and physical file systems.
8. Process and maintain applications for Michigan Notary Public Commission.
9. File and maintain Certificate of Release or Discharge From Active Duty DD Form 214.
10. Provide assistance to the Elections Clerk: respond to inquiries for data from funeral home, registered voters, and local clerks, provide forms required by the Michigan Department of State for potential candidates. Field counter and phone requests for election-related information.
11. Receive payments for transactions by processing physical and electronic payments and generating receipts.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position has direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is not required.

Required Education and Experience

- 1. High school diploma or equivalent (G.E.D.)
- 2. One (1) year of clerical support.

Preferred Education and Experience

- 1. One (1) year of knowledge of local governments.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____