**BEDFORD COUNTY CLERK’S OFFICE**

**DEPUTY CLERK**

**Position:** Deputy Clerk **Status:** Full-Time

**Department:** County Clerk’s Office **Classification:** Non-Exempt

**Job Summary:** The position of Deputy Clerk is highly visible to the Bedford County citizens and involves the issuance of titles, marriage licenses, tag renew decals, boat registrations, dealer tags and licenses. Additional job duties include processing passport applications and notary services. The employee must have the ability to learn knew software programs with minimal direction and have accurate typing skills.  The Deputy Clerk accepts payments and must balance the cash drawer daily. This position reports directly to the Bedford County Clerk.

**Work Environment/Equipment:**

* Work is performed indoors within an office setting
* Noise level is moderate and conducive to open office environment
* Work is performed in open office setting; working at assigned stations and not exclusive to a separate private office
* Office equipment including but not limited to a computer, printer, telephone

**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 the job.*

* Ability to at times lift of objects that exceed 20 pounds, with frequent lifting and/or carrying of objects weighing up to 10 pounds
* Ability to communicate effectively with co-workers and customers verbally and with written correspondence
* Must be able to sit for long periods of time at a desk working on a computer
* Must be able to use hands and fingers proficiently for frequenting typing tasks
* Strong visual and auditory skills required
* Ability to reach, stoop, and kneel
* Ability to move the hands and manipulate small objects with the fingers rapidly or accurately

**Essential Functions:**

*Essential and other important responsibilities and duties may include but are not limited to the following:*

* Assist customers at window and balance cash drawer at the end of each day
* Issue titles
* Issue marriage licenses
* Issue tag renewal decals
* Boat registrations
* Dealer tags/licenses
* Answer telephones
* Receive passport applications (Will require certification provided by employer.)
* Perform notary services (Will require certification provided by employer.)
* Other duties as required

**Required Knowledge & Abilities:**

* Proficiency in Microsoft Word, Excel and data entry
* Effective written and oral communication skills
* Effective interpersonal skills
* Ability to organize and prioritize workload; ability to meet deadlines
* Ability to use office equipment such as computer, calculator, copier, and fax machine
* Ability to maintain confidentiality in the handling of personal information
* Meet the physical and health requirements
* Ability to multi-task in a fast paced office environment
* Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
* Ability to accept responsibility for the direction, control, or planning of an activity
* Ability to be diplomatic, patient, and courteous will all customers and co-workers, utilizing effective customer service skills
* Ability to be punctual and dependable
* Ability to make generalizations, evaluations, or decisions based on sensory or judgmental criteria. The ability to understand instructions and underlying principles. Ability to reason and make judgments
* Ability to perform arithmetic operations quickly and accurately.
* Ability to understand or interpret information, which may be presented in the form of graphs, charts, or tables

**Minimum Qualifications:**

* High School Diploma or GED Equivalent
* Associates Degree in Business Administration or Related Field Preferred
* Proficient in Microsoft Word, Excel, and Data Entry
* Fluency in Spanish desired
* Office experience preferred
* Ability to pass a physical, drug screen, and background check

**Applicant/Employee Acknowledgement:**

The job description for the position of Deputy Clerk for Bedford County Clerk’s Office (Full-Time) describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract for employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities, and subsequent revisions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

*\*\*Bedford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.*

.