



JOB DESCRIPTION

Job Title: Chief Deputy Clerk/Auditor	FLSA Status: Exempt
Department: Clerk / Auditor	Salary \$62,644-\$103,647 DOE
Effective Date: August 2023	
Revision Date:	

General Purpose:

Under the general guidance and direction of the County Clerk/Auditor performs supervisory and professional administrative duties relating to the controlling, monitoring, and accounting of county revenues and general finances, and performs a variety of duties as needed to expedite the daily processes and statutory obligations of the office further defined in Utah Code Title 17, Chapter 19a and 20 for County Clerk/Auditors. This position is an Exempt Appointed position under the County Clerk/Auditor.

Supervision Received:

Works under general supervision from the elected County Clerk/Auditor in performing duties of considerable difficulty that involve some independent judgment.

Examples of Duties:

Accounts Payable: Receives accounts payable invoices; prepares and submits check registers to County Commission for approval; maintains vendor information; prepares approved payments for issuance; sorts expenditures into proper accounts and enters data into computer according to established procedures; assists in preparing and printing related financial reports.

Payroll: Preparation of bi-weekly payroll; performs computer entries to complete payroll process and distribute payroll check stubs. Assists in performing internal audits of County departments as required by law under the direction of the Clerk / Auditor. Submit required reports to Utah's Workers Compensation Fund, Utah Retirement System, Utah Recovery Services and County Insurance Agencies.

Elections: Maintaining and updating voter register, mailing ballots, voter tabulation, place voters in correct precincts, accept and process election related petitions and provisional ballots, process returned ballots, verifying voter signatures, sorting received ballots for election day counting, assist with finding appropriate staff for all poll locations on election days. Complete redistricting and verification of redistricting laws, procedures, and processes. Monitor and coordinate elections within the Navajo and Ute Nations with tribal officials.

Auditor: Audit the financial records and accounts of County Offices/Departments/Divisions, Justice Court and any other County Entity. In assistance with the County Administrator, prepare the Annual Budget for presentation and adoption. Maintain the books of the County, keep accounts current with the County Treasurer, and preserve a document, book, record or paper that the County Commission requires to be kept in the Clerk/Auditor's office available for public inspection during office hours. Provide reports to the State Treasurer and State Auditor as required.

Other Duties: Maintains fixed asset inventory system; Depreciation systems, and assists public in marriage license applications;

Knowledge, Skills, and Abilities:

Thorough Working Knowledge of laws, codes and regulations related to:

- Administering elections
- Issuing and archiving marriage licenses

Considerable Knowledge of:

- The basic principles and practices of budget development and administration
- Governmental Accounting Standards Board (GASB) accounting procedures including general fund accounting.

Ability to:

- Maintain cooperative working relationships with those contacted during the course of work activities;
- Communicate effectively verbally and in writing; perform advanced accounting and bookkeeping activities, maintain files, manage, and maintain archival records, contract management and reports.

Skill in:

- Reading
- Writing
- Accounting
- Word processing
- Basic/Specialized computer programs

- Document composition, record keeping/filing and retrieval.
- Presenting to the public

Physical Demands:

Regularly sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail. Occasionally lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 40 pounds. Needs to be able to distinguish between colors and shades of colors.

Working Conditions:

Work is performed in an office or other environmentally controlled room. Work requires frequent contact with the public which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. Periodic travel throughout the State for training or work is anticipated setting in or engaging in long meetings. Some meetings may take place in non-ada accessible areas.

Education and experience:

Graduation from an accredited university with a Bachelor's degree in a business related field and five (5) years of professional work experience related to the position.

Licensing and Certifications:

Incumbent must possess a valid State of Utah driver's license.

We are an equal opportunity employer and encourage women, minorities, and the disabled to apply.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I, _____ have reviewed the above Job Description.

Date: _____