

# JOB DESCRIPTION

Job Title: Deputy Clerk  
FLSA Status: Non-Exempt  
Supervisor: Elected County Clerk

## Job Summary:

Fulltime, Monday-Friday Deputy Clerk position with Cassia County, to assist with the various functions of the Clerk's Department, specifically with Elections, Social Services, and the Records Office with office hours generally being from 8:00 a.m. to 5:00 p.m. Additional time related to Elections require some work during those times late into the evening on Election Day and some after-hours work in preparation for elections.

## Essential Functions:

- Assistant Elections and Social Services Director
- Recorder, Passports, and Marriage Licenses related services
- Departmental webpage updates on the Cassia County website
- Other duties as assigned in the Clerk's Department

## Knowledge, Skills, and Abilities:

- Communication and organizational skills are required
- Ability to follow direction from supervisors
- Ability to work well with other employees
- Ability to prioritize and meet deadlines
- Ability to deal with potentially difficult situations with the public
- Ability to operate standard office equipment
- Ability to speak and interpret Spanish is preferred, but not required
- Ability to lift up to 25-30 pounds on occasion
- Typing (minimum of 40 wpm), and 10 Key skills
- Verifiable computer skills and proficiency with Microsoft Office products, data entry, processing payables, email, and ability to update website information
- Notary Public/Bondable

## Education, Certification, and Experience:

- High School Diploma or equivalency required; post High School education a plus
- Minimum of two years of previous experience working with the public in a clerical environment

**Cassia County Job Application and Resume are required to be submitted to:**

**[cassiaclerk@cassiacounty.org](mailto:cassiaclerk@cassiacounty.org)**

**no later than 5:00 p.m. Monday, March 30, 2020**

**Posted 03/23/2020**