

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**CHIEF DEPUTY COUNTY CLERK**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this job is to under administrative direction, supervise the daily operations and services of the county Clerk's office; oversee a wide variety of programs; establish and maintain the Department accounting system; administer departmental budget and perform related work as required.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Assists the County Clerk in the administration of a variety of County Clerk Department programs; including preparing proposed legislation, rules and regulations for implementation in different program areas.

Oversees the daily operations of accounting, licensing and registration functions of the County Clerk's office including independent studies of work methods and procedures; make recommendations for improved methods and procedures; assist the County Clerk with formulation and implementation of new Departmental programs, policies and procedures to ensure effective operations.

Supervises assigned support staff including assisting in staff selection; providing staff training in proper work methods and techniques; assigning and reviewing work; conducting performance evaluations; implementing discipline and conflict resolution procedures when necessary.

Serves as a primary resource for information regarding policies, procedures, laws and rules affecting the functions and operations of the County Clerk Office; handles inquiries on the telephone and in person, provides information, resolves complaints, interprets policies, procedures, rules and regulations; and makes operational judgments for assigned program areas.

Maintains a variety of files and records (microfilmed, computerized, and manual) related to the activities of the county clerk's office, including current information on code changes that affect the County Clerk's responsibilities and procedures.

Determines the validity of records, including certifying, exemplifying, and attesting to court records and other documents required to be filed in the Clerk's office; validates official documents in the name of the County Clerk.

Prepares and implements departmental budget; monitors and tracks budget expenditures, reconciling monthly and year-end expenditures and revenue; reviews verifies, and prepares departmental payroll; maintains and requisitions supplies, equipment and other materials, to ensure fiscal integrity.

Assists with presentations to County personnel, public groups or legislative bodies, including preparation of proposed legislation and testimony in front of legislative bodies.

Ensures that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or other to unnecessary harm or risk of on-the-job-injury.

Acts for the County Clerk in the County Clerk's Absence or when delegated.

May perform marriage ceremonies.

### **ADDITIONAL FUNCTIONS**

Exercises direct supervision over support staff.

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

A bachelor's degree from an accredited college or university with major work in business administration or closely related field and two years of administrative or supervisory experience for two or more programs common to a County Clerk's office; OR an equivalent combination of training and experience. May require a valid Tennessee Driver's License.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Human Interaction:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants. Must be able to communicate effectively and efficiently in a variety of administrative, financial, legal, or professional languages, including terminology related to county licenses/taxes.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions. Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice

**Mathematical Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; compute discount, interest, profit/loss, ratio/proportion, etc.

**Functional Reasoning:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation

**Situational Reasoning:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency

## ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

**Physical Ability:** Must be physically able to operate a variety of machinery and equipment which includes a cash register, computer, printer, typewriter, calculator, copy machine, facsimile machine, microfiche reader, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of those for light work. Requires the ability to talk and or hear.

**Sensory Requirements:** Requires the ability to inspect items for proper length, width, and shape. Requires the ability to coordinate hands and eyes in using automated equipment. Requires the ability to differentiate colors and shades of color.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

### PHYSICAL DEMANDS ANALYSIS

**1. STANDING AND WALKING**

Estimated Total Hours: 1.5 Maximum Continuous Time: 15 minutes

**2. SITTING**

Estimated Total Hours: 6.5 Maximum Continuous Time: 45 minutes

**3. LIFTING/CARRYING**

Objects: More frequent in the first quarter of the year

| Weight     | Hourly | Daily | Weekly | Monthly | Never |
|------------|--------|-------|--------|---------|-------|
| <10 lbs    |        | X     |        |         |       |
| 11-25 lbs  |        |       |        | X       |       |
| 26-50 lbs  |        |       |        | X       |       |
| 51-75 lbs  |        |       |        | X       |       |
| 76-100 lbs |        |       |        |         | X     |
| >100 lbs   |        |       |        |         | X     |

**4. PUSHING/PULLING**

Objects: on occasion

**5. CLIMBING**

Tasks: retrieving items from top shelf in storage room

Device: Ladder

Height: 9 feet from ground

Frequency: Occasionally

**6. BENDING/SQUATTING/KNEELING**

Tasks: getting files

Frequency: daily

**7. REACHING**

Hands Used: RIGHT LEFT BOTH X

| Distance | Direction | Frequency | Duration | Avg. Weight |
|----------|-----------|-----------|----------|-------------|
| 0-20"    | Down      | Daily     |          | <5lbs       |
| 21-36"   | Down      | Daily     |          | <5lbs       |

**8. WORK CONDITIONS**

| Exposure to                   | Yes | No |
|-------------------------------|-----|----|
| Hot Temperatures              |     | X  |
| Cold Temperatures             |     | X  |
| Sudden Changes in Temperature |     | X  |
| Noise                         |     | X  |
| Fumes                         |     | X  |
| Cramped Quarters              |     | X  |
| Cold Surfaces                 |     | X  |
| Hot Surfaces                  |     | X  |
| Sharp Edges                   |     | X  |
| Vibration                     |     | X  |
| Fluorescent Lighting          | X   |    |
| Computer Monitor Screen Glare | X   |    |

|                 |                     |
|-----------------|---------------------|
| Inside Building | <u>95</u> % of time |
| Outside         | <u>5</u> % of time  |

**9. OTHER JOB DEMANDS**

| Does Job Require | Yes | No |
|------------------|-----|----|
| Crawling         |     | X  |
| Jumping          |     | X  |
| Lying on Back    |     | X  |
| Lying on Stomach |     | X  |
| Twisting         | X   |    |
| Sweeping/Mopping |     | X  |
| General Cleaning |     | X  |
| Handling Trash   |     | X  |

**10. HAND USE**

| Type of Use  | Yes | No | Frequency |
|--|-----|----|-----------|
| Keystrokes   | X   |    |           |
| Grasp  | X   |    |           |
| Fine Motor i.e.: writing, twisting hands or wrist, etc | X   |    |           |

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Rutherford 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 and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date