

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **COUNTY CLERK, CHIEF DEPUTY**

Spec No. 1025

### **BASIC FUNCTION**

Act for and on behalf of the County Clerk as assigned. Organizes, coordinates and directs the activities of the office to accomplish the policies and objectives as determined by the County Clerk in accordance with the statutes of the State of Washington.

### **STATEMENT OF DUTIES**

1. Performs all statutory duties of the County Clerk in his/her absence.
2. Plans, organizes, reviews and directs staff work activities.
3. Assists in establishing and implementing departmental policies, procedures and methods; ensures that related work complies with departmental standards, policies and procedures.
4. Assists in interviewing, hiring and terminating personnel.
5. Establishes and maintains statistical records of department functions; provides technical assistance on extremely difficult or complex departmental work problems or conflicts; prepares preliminary annual budget recommendations; maintains inventory control and orders supplies as required.
6. Works with departmental supervisors to ensure dissemination/coordination of work load; studies production schedules and estimates man-hour requirements for completion of job assignments.
7. Supervises training of new hires, resolves departmental questions or conflicts.

### **MINIMUM QUALIFICATIONS**

Qualifications will be established by the County Clerk. Must pass job related tests.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- established departmental operational standards and procedures
- budgetary principles and practices
- general office practices, procedures and related equipment

Ability to:

- effectively communicate orally and in writing
- respond to difficult problems or questions, exercising sound judgment

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### KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain accurate and complete records
- read, analyze and interpret various data as required
- perceive policy implementation to actions
- establish and maintain effective working relationship with county officials, county employees, public and private officials and the general public
- read, interpret and apply the laws, regulations and codes of state and local government and court rules relative to the County Clerk's Office
- supervise the development, revision and maintenance of complex records management systems and to coordinate the preparation of periodic reports from such systems
- adjust to changing conditions

### SUPERVISION

The employee works closely with supervisors of departments and all personnel; all major decisions will be subject to the approval of the County Clerk. A high degree of latitude will be allowed for the exercise of good judgment and administrative ability.

### WORKING CONDITIONS

The majority of work performed is in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: Prior - 1980  
Previous Spec No. 250172  
EEO Category: 1 – Officials and Administrators  
Pay Grade: 111 – Management Exempt  
Workers Comp: 5306 Non-Hazardous