

Gulf County Clerk of the Circuit Court and Comptroller

Job Description

Job Title:	Deputy Clerk
Department:	Clerk to Board/Clerk Assistant
Reports to:	Chief Deputy Clerk
Salary:	Negotiable based on experience

General Summary:

Is responsible for providing comprehensive administrative and technical support to Gulf County Clerk of Court for the Board of County Commissioners (BOCC), including preparing meeting agendas, official minutes, and public notices, and serving as the custodian of all official board records. They also ensure compliance with public access laws, handle correspondence, and provide information to the public and other departments regarding board actions and procedures.

Essential Duties and Responsibilities:

- Prepares, documents, schedules, and post public notices for BOCC meetings and hearings.
- Creates written and audio-taped transcripts and official minutes for BOCC and other meetings according to current standards and in compliance with related regulations.
- Provides services and performs department functions by completing routine reports and correspondence and responding to requests, inquiries, complaints, or questions by researching, reviewing, analyzing, and communicating policies or procedures, sharing detailed and/or technical information, making recommendations, and providing advice, reports, or answers in scope of knowledge or authority or referring to appropriate individuals.
- Creates, develops, and maintains systems and records including files, lists, logs, and other recordkeeping systems.
- Monitors, reports, interprets, and communicates changes to federal, state and local rules, laws, regulations, codes, and ordinances as they relate to the assigned areas and responsibilities to ensure efficiency, effectiveness, and compliance.
- Perform other related duties as assigned.

Knowledge, Skills, and Abilities

- Proficient knowledge of County and department policies and procedures, as well as federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to areas of assignment including those governing records of proceedings for government entities.
- Proficient time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.

- Proficient skills in data entry, typing, and in the following programs or systems: Word, Outlook, and the internet for research. Basic skills in Excel and the ability to learn and develop basic skills in the current enterprise resource document management software.
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive or confidential information.
- Ability to write and speak clearly and concisely, to express ideas and recommendations effectively orally and in writing, and communicate department, technical, or industry information, policies, requirements, and procedures in a language understood by co-workers and the general public.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and discretion.
- Ability to work independently and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines.

Minimum Qualifications:

Education & Experience:

- High School diploma or GED.
- Two years of experience in clerical or secretarial duties or completion of college level coursework or training in office practices and principles.
- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.
- Computer literate with proficiency with Microsoft Word.
- Valid Florida Driver's License.

Preferred Qualifications:

- Experience in transcription.
- Ability to communicate effectively with public and private businesses, individuals, government agencies, employees and personnel in other departments.

Work Conditions & Physical Factors:

- Work is performed indoors in a typical office environment.
- Constantly use hands, fingers to handle or feel, or operate equipment or tools, reach with hands and arms, push, pull, or balance.
- Frequently requires sitting for extended periods of time, talking or hearing, stooping, kneeling, crouching, bending.
- Occasionally stand, walk, lift or transport objects up to 25lbs.
- Must be capable of effectively using and operating different office equipment, such as but not limited to, a telephone, desktop computer, calculator, copier, scanner, fax machine, audio & visual equipment, etc.
- Must have the use of sensory skills to effectively communicate and interact with other employees, colleagues and the general public through the use of the telephone, email and personal contact.

Other Duties:

- The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties. Gulf County reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.