

Waldo County Commissioners Office
Deputy County Clerk Position

Job Purpose:

The Deputy County Clerk is responsible for answering the telephone and greeting employees or members of the public as the first point of contact in the Commissioners office. Will assist the County Clerk with the daily operations of the office. In the absence of the County Clerk, assumes the responsibilities of the department. Responsible for Payroll including overseeing, processing and submitting to the payroll company.

General Expectations:

- Punctual for scheduled work and appropriate use of time.
- Works in harmonious relationships with all County staff and the public.
- Performs duties in a conscientious, cooperative manner.
- Performs quality work in a timely fashion.
- Understands and works within Waldo County Government Policies and Procedures.
- Maintains confidence and protects County by keeping information concerning County employees and non-public operations confidential.

Essential Job Functions:

- Greets and assists general public and County employees when they enter the Commissioners/Treasurer's Offices. Directs to appropriate personnel as needed.
- Answers telephones as first point of contact for Commissioners and Treasurer's Offices and transfers to appropriate personnel.
- General office duties such as answering phones, photocopying, faxing, e-mailing, etc.
- Payroll: responsible for processing, overseeing and assisting other personnel with payroll. Submits payroll to payroll company and maintains all payroll records.
- Assists the County Clerk, Commissioners, Human Resources Payroll Director and Deputy Treasurer as needed, with direct approval of County Clerk and Commissioners.
- Prepares spreadsheets, documents and letters at direction of the County Clerk and Commissioners.
- Responsible for the annual budget preparation, including but not limited to sending budget templates to Department Heads and Agencies; compiling departmental and agencies budgets and submitting to Commissioners and Budget committee.

- Assists County Clerk with setting up and sending agendas for Commissioners Court Sessions and Budget Committee meetings.
- Takes and transcribes meeting minutes for Budget Committee and tax abatement appeals as directed by the County Clerk.
- Responsible for receipt and distribution of mail. Assists County Clerk with receipt and distribution of Email correspondence as directed.
- Maintains inventory lists for the Commissioners office and collects other Departments inventory lists annually.
- Maintains and orders office supplies for Commissioners/Treasurer's Offices.
- Maintains filing system for County Commissioners Office at the direction of the County Clerk.
- Serves as backup in absence of Deputy Treasurer as trained.
- Assists County Commissioners as a board and individually with County projects as directed.
- Assists with the mail run if the Facilities Manager or Facilities Technician is not available.
- Tracks and maintains Commissioners mileage and submits to Deputy Treasurer to be paid monthly.

This description is not an exhaustive list of duties and responsibilities associated with this position. While this is intended to be a reflection of the current position, management reserves the right to revise these responsibilities or require other or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel, work load, rush jobs, technological development, etc.)

Statute reference: M.R.S.A. Title 30-A § 81

Job Related Skills and Qualifications:

Must have excellent computer skills; particularly in Microsoft Office. Ability to transcribe meeting minutes from audio recordings and/or written notes. Must be able to prepare budget spreadsheets and be proficient in mathematics. Excellent communications skills (both verbal and written) and the ability to follow both oral and written instructions required.

It is essential to exercise good judgment and discernment with delicate and confidential information; and to possess the ability to work independently and with others under stressful conditions and numerous deadlines. Must be able to prioritize and multitask as necessary and adjust to changes in Commissioners as terms start and finish. Must pass a background check in both criminal and motor vehicle.

Education/Training/Experience:

Minimum two (2) years of administrative office experience or secondary education in business administration and/or payroll.

Working Environment/Physical Requirements:

General office conditions, shared small office environment. May occasionally deal with disgruntled employees or members of the general public; may need to lift up to 40lbs on occasion.

The County of Waldo offers an excellent benefits package. This is an FLSA exempt salaried position; pay commensurate with experience.

Applications and job descriptions are available at the District Attorney's office, located in the District Court building (lower level) at 39-B Spring St. Belfast.

Applications, Resume and Cover letters are due
Tuesday, April 10, 2012 by 4:00pm.

Mail, in-person, fax or email to:

Waldo County Commissioners Office

39B Spring St.

Belfast, Me 04915

Ph. 338-3282

Fax 338-6788

Email: jobs@waldocountyme.gov

Waldo County is an equal opportunity employer.