

DAWN OLNEY

BENZIE COUNTY CLERK

448 COURT PLACE – BEULAH, MI 49617 – (231) 882-9671

PART TIME -- DEPUTY COUNTY CLERK

GENERAL STATEMENT OF DUTIES: To perform operations related to Clerk's Office, Courts, Elections, Concealed Pistol Applications and various other duties.

SUPERVISION RECEIVED: Work is performed under the general supervision of the County Clerk and Chief Deputy County Clerk.

TYPICAL EXAMPLES OF WORK: An employee in this class may be called upon to do any or all of the following:

Courts:

Filings – Opening cases, maintaining files in the JIS filing system for adults and juveniles, scanning of documents into the JIS system; proper use of coding of documents in system; preparation of court orders and legal forms; maintain and file reports as required.

Elections:

Qualified Voter File; works closely with all township clerks; accurately distributes election related forms as needed; occasionally work election night while results are being delivered to the county building; maintain and file reports as required.

Concealed Pistol Applications:

Acceptance of applications; input data into the CPL portal.

Miscellaneous:

Vital Records – maintenance of records and confidentiality.

DD-214 filings.

Act as receptionist with excellent phone skills to provide information to the general public.

Cash Receipting and balance of cash receipt program.

Good Grammar, spelling and punctuation is a must.

Counter work – interacting with the public and other departments on a regular basis.

Maintain and order office supplies as needed.

Handle confidential inquiries and correspondence.

Must be bondable.

Any and all other tasks performed in the County Clerk's Office as requested.

Equipment Used:

Computers, scanners, fax machine, copy machine, adding machine, cash register, typewriter.

MINIMUM QUALIFICATIONS: Experience in clerical work; ability to type accurately at a reasonable rate of speed; operate all office machines; good knowledge of elementary bookkeeping; arithmetic; be a self-starter; ability to work with the general public; dependable; neat and orderly; tactful and courteous; maintain confidentiality of office matters; be prompt.

SALARY: Set by the Board of Commissioners

October, 2017