



## CHIEF DEPUTY CLERK

**Department:** Clerk's Office  
**Job Class #:** 266800  
**Pay Range:** Executive 05

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is complex professional work in the management and coordination of the activities of the Pierce County Clerk's Office. An employee in this class is responsible to independently plan, assign and carry out administrative programs, projects and services that comply with the policies and legal requirements of the Clerk's office. The Chief Deputy Clerk makes timely and independent decisions regarding work priorities and methods, workflow, policy interpretations and fulfillment of legal responsibilities. The duties of this classification include highly responsible, administrative and supervisory responsibilities.

### **ESSENTIAL FUNCTIONS:**

- Plan and coordinate all functions of the Clerk's Office, including receiving filings of all types of litigation at the Superior Court level; managing court files and recordings of all required documents; certification and exemplification of records; preparing dockets and reports and the collection and disbursement of funds.
- Direct quasi-judicial duties including the issuance of writs, orders, subpoenas and related matters.
- Supervise the preparation of juror lists, payrolls and court appeals.
- Supervise and manage activities of employees, including subordinate supervisors; determine work procedures and schedules, and develop methods for expediting workflow; approve employee requests for leave and overtime as required by operational necessity.
- Evaluate employee performance, counsel employees to achieve improved performance and productivity, recommend corrective disciplinary action as needed; identify individual training needs in order to achieve greater departmental performance and productivity.
- Develop, interpret and apply policies and procedures to accurately implement the complex duties of the Clerk's Office.
- Oversee the microfilming and archiving of court records to utilize available space.
- Maintain court journals, minutes and statistics.
- Coordinate efforts with the State Court Administrators Office the State Court of Appeals and the Washington State Supreme Court to assure compliance with legal requirements.
- Analyze and review data and operating procedures for preparation of reports and devising the most efficient methods of accomplishing work.
- Recommend implementation of new systems and may install systems and train personnel in applications.
- Monitor and ensure employee, personnel and payroll actions are taken in timely and appropriate manner within guidelines as established by Pierce County.
- Conduct and attend educational seminars and training sessions with the Washington Association of County Officials, Washington Association of County Clerk's, Legal Secretaries Association and others as determined by the County Clerk.

**ESSENTIAL FUNCTIONS: (continued)**

- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

**OTHER JOB FUNCTIONS**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under the general administrative direction of the County Clerk and is assigned in terms of broad general objectives within the resources available. Work is reviewed for fulfillment of the Clerk's Office objectives, for compliance with governing laws and regulations, adherence to budget, and the effective management and administration of the Clerk's Office activities and results obtained. The Chief Deputy Clerk is responsible for direct and indirect supervision of personnel.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Chief Deputy Clerk typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required. Incumbents may be required to travel to various work locations.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Thorough knowledge of:**

- General office practices and procedures.
- Clerk's Office policies and practices applicable to specialized office functions.
- Municipal government administration.

**Knowledge of:**

- Principles and practices of public administration, organization, personnel management and modern supervisory practices.

**Ability to:**

- Effectively assign, evaluate, and supervise professional, technical and administrative staff.
- Supervise the development, revision and maintenance of complex records management systems and to coordinate the preparation of periodic reports from such systems.
- Identify and assess problems in light of policy and RCW'S and make sound procedural recommendations for their resolution.

**KNOWLEDGE, SKILLS AND ABILITIES: (continued)**

**Ability to: (continued)**

- Establish and maintain effective working relationships with County officials and employees at all levels of the organization, and the general public.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Communicate effectively verbally and in writing with a wide range of people from diverse social, cultural, ethnic, educational, economic and technical backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature to effectively support the Clerk's Office.

**MINIMUM REQUIREMENTS TO APPLY:** Graduation from a four-year college or university with major course work in business or public administration or related field plus four or more years of related experience including at least one year in a supervisory/lead capacity is required. Additional related experience may substitute for the educational requirement on a year-for-year basis.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license may be required when travel is required of the position.