CLASSIFICATION TITLE: ASSISTANT COUNTY CLERK

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist in directing and managing the functions and activities of the recorder, elections assessor office; act in the absence of the county clerk. Reports to the County Clerk.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans and coordinates the operational activities of the various divisions within the department; directs management staff responsible for property valuations and tax assessments, and the recording of legal documents and other vital records; provides staff with policy interpretation and direction; identifies, evaluates, and resolves organizational and administrative problems; informs staff of departmental objectives and assists them in accomplishing those objectives.

Reviews departmental functions to assure operational effectiveness; researches and analyzes existing or proposed legislation to determine departmental or division needs or political implications; recommends administrative policy changes to the department head; develops or delegates to the staff the development and implementation of policies, procedures and programs to improve customer service, procedures and systems and ensure compliance with technical standards and legal requirements.

ADDITIONAL FUNCTIONS

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; general bookkeeping, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver’s license.

PERFORMANCE APPTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; the ability to interpret graphs; and the ability to compute discount, interest, profit and loss, ratio and proportion.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING
   Estimated Total Hours: 1.5 Maximum Continuous Time: 15 minutes

2. SITTING
   Estimated Total Hours: 6.5 Maximum Continuous Time: 30-45 minutes

3. LIFTING/CARRYING
   Objects: More frequent in the first quarter of the year
<table>
<thead>
<tr>
<th>Weight</th>
<th>Hourly</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;10 lbs</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-25 lbs</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26-50 lbs</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51-75 lbs</td>
<td></td>
<td></td>
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<td>X</td>
<td></td>
</tr>
<tr>
<td>76-100 lbs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>&gt;100 lbs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

4. PUSHING/PULLING
   Objects: on occasion
5. CLIMBING
   Tasks: retrieving items from top shelf in storage room
   Device: Ladder
   Height: 9 feet from ground
   Frequency: Occasionally

6. BENDING/SQUATTING/KNEELING
   Tasks: getting files
   Frequency: daily

7. REACHING
   Hands Used: RIGHT   LEFT   BOTH X

<table>
<thead>
<tr>
<th>Distance</th>
<th>Direction</th>
<th>Frequency</th>
<th>Duration</th>
<th>Avg. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-20”</td>
<td>Down</td>
<td>Daily</td>
<td></td>
<td>&lt;5lbs</td>
</tr>
<tr>
<td>21-36”</td>
<td>Down</td>
<td>Daily</td>
<td></td>
<td>&lt;5lbs</td>
</tr>
</tbody>
</table>

8. WORK CONDITIONS
   Exposure to                  Yes | No
   Hot Temperatures             X  |     
   Cold Temperatures            X  |     
   Sudden Changes in Temperature X  |     
   Noise                       X  |     
   Fumes                       X  |     
   Cramped Quarters            X  |     
   Cold Surfaces               X  |     
   Hot Surfaces                X  |     
   Sharp Edges                 X  |     
   Vibration                   X  |     
   Fluorescent Lighting        X  |     
   Computer Monitor Screen Glare X  |     

   Inside Building  95 % of time
   Outside          5 % of time

9. OTHER JOB DEMANDS
   Does Job Require | Yes | No
   Crawling         | X   |  
   Jumping          | X   |  
   Lying on Back    | X   |  
   Lying on Stomach | X   |  
   Twisting         | X   |  
   Sweeping/Mopping | X   |  
   General Cleaning | X   |  
   Handling Trash   | X   |  

10. HAND USE
    Type of Use                  Yes | No | Frequency
    Keystrokes                  X  |  |   
    Grasp                      X  |  |   
    Fine Motor i.e: writing, twisting hands or wrist, etc X  |  |   

Exemption Status Test (Administrative Employee)
Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Is the employee’s primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer’s customers?

2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

3. Is the employee paid the equivalent of at least $455 per week on a salary basis?

County, Tennessee • Assistant County

County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Last Revised: February, 2013