

**DISCLAIMER:** This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

\_\_\_\_\_ COUNTY, TENNESSEE  
**CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: COUNTY CLERK ASSISTANT SUPERVISOR**

**FLSA STATUS: NON-EXEMPT**

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**PURPOSE OF CLASSIFICATION**

The purpose of this job is to under administrative direction, assist in directing and managing the functions and activities of the recorder, elections, and assessor office; acts in the absence of the department head; performs related duties as required. This position is responsible for providing the elected department head with management support in all program areas and overseeing the internal administrative operations of the department.

**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 the administration and conduct of elections, 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 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; coordinates the development of automated systems and procedures.

In the department head's absence, makes presentations before the Board of Supervisors; acts as a liaison between the department and other county departments; may make presentations to the public or media to explain the role, mission, and accomplishments of the department.

Participates in the selection of professional staff; establishes standards, evaluates performance, and takes disciplinary action.

**ADDITIONAL FUNCTIONS**

Exercises direct supervision over support staff.

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; Four years of management experience which included supervision and budgetary analysis and preparation; or any combination of training, education, and experience that would provide the required knowledge and abilities. Knowledge of principles and practices of supervision, affirmative action, performance management, staff development; organizational development; principles and practices of fiscal management and governmental budgeting. May require a valid Tennessee Driver's License.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Human Interaction:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants. Must be able to communicate effectively and efficiently in a variety of administrative, financial, legal, or professional languages, including terminology related to county licenses/taxes.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions. Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice

**Mathematical Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; compute discount, interest, profit/loss, ratio/proportion, etc.

**Functional Reasoning:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation

**Situational Reasoning:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency

**ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Must be physically able to operate a variety of machinery and equipment which includes a cash register, computer, printer, typewriter, calculator, copy machine, facsimile machine, microfiche reader, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of those for light work. Requires the ability to talk and or hear.

**Sensory Requirements:** requires the ability to inspect items for proper length, width, and shape. Requires the ability to coordinate hands and eyes in using automated equipment. Requires the ability to differentiate colors and shades of color.

**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:** 45 minutes

**3. LIFTING/CARRYING**

**Objects:** More frequent in the first quarter of the year

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs				X	
26-50 lbs				X	
51-75 lbs				X	
76-100 lbs					X
>100 lbs					X

**4. PUSHING/PULLING**

**Objects:** daily

**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/carrying boxes

**Frequency:** daily

**7. REACHING**

Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Down	Daily		<5lbs
21-36"	Down	Daily		<5lbs

**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?

	<b>YES</b>	<b>NO</b>	<b>Don't Know</b>
		√√	
	√√		
	√√		

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\_\_\_\_\_ 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