



NOVEMBER 2016
FLSA: NON-EXEMPT
Bargaining Unit: CO
JCN: 2905/2906

DEPUTY CLERK OF THE BOARD I/II

DEFINITION

Under immediate and general supervision, provides responsible office and secretarial support for meetings and activities of the County Board of Supervisors (Board) and associated boards, commissions, and committees; assists the public in the conduct of County business; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate and general supervision from the Clerk of the Board of Supervisors. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Deputy Clerk of the Board I: This is the entry-level classification in the Deputy Clerk of the Board series. Initially under close supervision, incumbents learn and perform routine clerical support duties and have frequent public contact to resolve complaints, answer inquiries and explain laws, rules, regulations and proceedings pertaining to the work of the Board of Supervisors and County government in general. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Deputy Clerk of the Board II: This is the fully qualified journey-level classification in the Deputy Clerk of the Board series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Sr. Deputy Clerk of the Board in that the latter performs the more complex office and secretarial support activities and provides lead direction to and support staff.

Positions in the Deputy Clerk of the Board class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Prepares, assembles, and distributes agendas and accompanying material for Board, commission, and committee meetings.
- Records, transcribes, and distributes official minutes of Board, commission, and committee meetings.
- Records and follows up on actions taken by the Board, including preparing motions and other actions in an official format.

- Reviews and processes a variety of Board documents such as contracts, contract change orders, notices of completion, and legal notification of meetings or public hearings.
- Establishes, maintains, and updates various files, calendars, and schedules, including following-up on matters with critical time deadlines.
- Composes correspondence independently or from brief notes, which may require interpretation of policies, procedures, and regulations.
- Provides information regarding the Board and the County to the public, County staff, and other agencies.
- Provides secretarial or related office support to Board and/or commission members and Board staff as required.
- Researches and compiles a variety of information and prepares reports.
- Performs related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be performed by positions at the entry (I) level in a learning capacity.

Knowledge of:

- Basic functions and operating procedures of the Clerk of the Board and the Board of Supervisors.
- The organizational structure of county government, department relationships, programs, services, and other functions.
- Principles and practices of office administrative and secretarial procedures, including filing and business letter writing.
- Proper preparation of a variety of legal documents.
- Principles and practices of recordkeeping
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide varied office administrative and secretarial assistance to an elected Board, and commission and committee members.
- Prepare clear, concise, and complete meeting documentation and other reports and correspondence.
- Process various applications, submittals, and documents in accordance with established codes and requirements.
- Organize and maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Deputy Clerk of the Board I: Equivalent to graduation from high school and three (3) years of secretarial or office support experience, including experience transcribing official minutes of meetings and researching current and historical information.

Deputy Clerk of the Board II: Equivalent to graduation from high school and one (1) year of experience providing office and secretarial support for meetings and activities of an elected or appointed board, council, or commission at a level equivalent to the County's class of Deputy Clerk of the Board I.

Licenses and Certifications

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various county facilities and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to attend meetings outside of regular working hours.