

DEPUTY CLERK OF THE BOARD I/II

DEFINITION

Under supervision (Deputy Clerk of the Board I) or general supervision (Deputy Clerk of the Board II), to provide specialized clerical duties in the Office of the Clerk of the Board, in support of the Board of Supervisors, Assessment Appeals Board and the County as well as complex, confidential secretarial and clerical support to the Clerk of the Board of Supervisors; to assist in the preparation of Board items, prepare Board agendas, and assist in documenting actions of the Board; to prepare and maintain various reports, records, correspondence and other documents for the Board; to serve in the absence of the Clerk of the Board; and to perform related duties and responsibilities as required.

DISTINGUISHING CHARACTERICS

Deputy Clerk of the Board I/II is a flexibly-staffed class series. Advancement from the I to the II level is at the discretion of the Clerk of the Board, provided that the following criteria are met: (1) the minimum qualifications and time-in-grade requirements, (2) demonstration of the ability to independently perform the full scope of the assigned duties, and (3) assignment and performance of the duties of the advanced journey level as defined in the Distinguishing Characteristics of the Deputy Clerk of the Board II below.

Deputy Clerk of the Board I is the entry level in the Deputy Clerk of the Board class series. Positions at this level usually perform most of the duties required of the position at the Deputy Clerk of the Board 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 of pattern. Exceptions or changes in procedures are explained in detail as they arise.

Deputy Clerk of the Board II is the full journey level in the Deputy Clerk of the Board class series. Positions at this level are distinguished from the Deputy Clerk of the Board I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. The Deputy Clerk of the Board II receives only occasional instruction or assistance as new or an unusual situation arise and is fully aware of all relevant regulations, as well as the operating procedures and policies of the department. This level also manages reviews, processes transcripts and other legal matters pertaining to official records on behalf of the Clerk of the Board as prescribed by regulatory code. Works closely with internal and external legal counsel on matters related to the production of official records in preparation of Superior Court proceedings. Responds to and resolves difficult and sensitive customer inquiries and complaints.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Clerk of the Board.

Deputy Clerk of the Board I exercises no supervision. Deputy Clerk of the Board II exercises lead direction over lower level classifications as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS

Performs specialized clerical duties in the Office of the Clerk of the Board, in support of the Board of Supervisors, Assessment Appeals Board and the County, as well as complex secretarial and clerical work involving the use of considerable independent judgment and the maintenance of a high degree of confidentiality.

Coordinates the preparation and distribution of Board meeting agendas with the Clerk of the Board, Board members, County management staff and others; receives and reviews agenda items to ensure all submittals are complete; prepares and distributes agendas and agenda packets.

Prepares and cleans up meeting room for Board meetings.

Prepares, distributes, indexes, files, and archives ordinances, resolutions, proclamations, certificates, and other documents resulting from Board actions.

Attends and clerks Board sessions; prepares minute orders; takes meeting minutes, and performs other statutorily mandated duties in the absence of the Clerk of the Board.

Types or word processes and edits a variety of drafts and finished documents; independently composes correspondence and related materials; coordinates the processing and/or distribution of various documents.

Researches and compiles a variety of information and data for report preparation and Board decision-making.

Receives and processes various applications and forms for Board action, including assessment appeals, agreements, etc.

Processes and files County committee appointments, resignations and postings.

Establishes and maintains complex files and records.

Prepares memorials and supporting correspondence.

Receives and screens office visitors and telephone calls; provides accurate information as requested and/or forwards calls to appropriate Board member or staff person; takes messages as needed.

Receives and responds to inquiries, requests for assistance and complaints from County staff, the public and others; explains Board policies and procedures as required.

Performs general clerical work as required, including but not limited to entering and retrieving computer data and preparing computer-generated reports, completing and processing forms, copying and filing documents, sending and receiving faxes, ordering supplies, processing mail, copying audiotapes, etc.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

Pertinent federal, state and local laws, codes, ordinances and regulations.

County organization, policies and procedures.

Modern office practices and technology, including record-keeping and filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word and data processing.

Basic business arithmetic.

English usage, spelling, grammar and punctuation.

Basic parliamentary procedures.

Legal requirements for filing, publishing and processing various Board matters.

Safe work practices.

Ability to:

Understand, interpret, analyze, and apply pertinent federal, state and local laws, rules and regulations, policies and procedures.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Employ good judgment and make sound decisions in accordance with established regulations, procedures, and policies.

Analyze and resolve office administration situations and problems.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Compose routine correspondence and reports independently or from brief instructions.

Process various documents in accordance with codes and requirements.

Research and compile a variety of information and materials.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

Establish and maintain complex and extensive record-keeping systems and files.

Research and organize pertinent historical and legal materials for Board issues.

Maintain the security and confidentiality of specified records, information and files.

Use computers effectively for word and data processing and records management.

Type or word process accurately at a rate required for successful job performance.

Perform speed note-taking with accuracy.

Perform required mathematical computations with accuracy.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Deputy Clerk of the Board I

Four years of increasingly responsible, advanced-level secretarial or clerical administrative experience, preferably in local government.

Deputy Clerk of the Board II

Four years of full-time experience as a Deputy Clerk of the Board I with the County of Mariposa, or the equivalent with another Agency.

Education: *(Both Deputy Clerk of the Board I and II)*

High school diploma or GED equivalent, supplemented by college-level or technical course work in secretarial studies, business and/or English composition.

Additional Requirements: *(Both Deputy Clerk of the Board I and II)*

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

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