

DEPUTY CLERK TO THE BOARD

DEFINITION

To provide complex, confidential secretarial and clerical support to the Clerk to the Board of Supervisors; to 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 to the Board; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Clerk to the Board.

EXAMPLES OF ESSENTIAL FUNCTIONS

Performs 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 to 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 and files ordinances, resolutions, proclamations, certificates, and other documents resulting from Board actions.

Attends Board meetings; prepares minute orders; takes meeting minutes in the absence of the Clerk to 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.

Updates County code books and property tax law books for assessment appeals.

Establishes and maintains complex files and records.

Assists clerical staff in preparing memorials and 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 audio tapes, etc.

EMPLOYMENT STANDARDS

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 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 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.

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.

Take dictation or 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

Experience:

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

Education:

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

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license 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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