



JOB DESCRIPTION

JOB TITLE: Clerk to the Board II

JOB CODE: 1580

DEPARTMENT: Clerk/Treasurer

FLSA STATUS: Non-Exempt

REPORTS TO: County Clerk/Treasurer

SUMMARY OF JOB PURPOSE

Performs a variety of clerical and administrative support to the Board of Commissioners, Planning Commission, and County Board of Equalization; performs other specialized functions in support of the County Clerk's Office.

ESSENTIAL FUNCTIONS

1. Prepares meeting agenda for County Boards (Board of Commissioners, Planning Commission, and Board of Equalization) prepares agenda meeting information packets for Board members and others; prepares notices and abstracts for posting and publication of Board agendas and ordinances; posts agendas on websites.
2. Takes notes of the meetings, and records and preserves the actions of Board meetings; prepares, edits, and distributes meeting minutes and other documents resulting from the Board's actions; assures the accuracy and integrity of the agenda packets and departmental documentation.
3. Prepares and presents completed agenda to the staff agenda meetings; distributes final Agenda and back-up materials; meets legal requirements for posting and publishing Board documents.
4. Supervises the filing and indexing of minutes, ordinances, resolutions, and agreements; manages the record keeping system of Board documents; updates index of records and provides long term storage.
5. Coordinates preparation of public hearings for awards and ceremonial resolutions of the Board; attends Board meetings and prepares minutes for Board approval; follows up to obtain signatures as needed on pending and completed business.
6. Reviews, records and preserves all resolutions, ordinances, contracts and other records and documents of the Boards; determines what information should be part of the permanent record.
7. Supports the Clerk's office with licenses and applications, and receives payments and legal documents; answers phones and process mail; provides information to the public and assistance within the scope of designated authority; receives and sends information to and from other agencies and jurisdictions.
8. May supervise part-time and temporary clerks in process and accounting for absentee voting program in election years.
9. Collects statistical data and compiles data for reports; updates and assures the accuracy of data base.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and five (5) year's clerical and secretarial experience that includes work in the public/private sector, or an equivalent combination of education and experience; transcription skills are required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before the public, County officials, or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles of record keeping, case files and records management; legal and law enforcement terminology; court processes and procedures; applicable state and Federal rules, codes and regulations; business and personal computers, and business office software applications such as Windows, Excel, Word, Adobe Acrobat, and Outlook.

Ability to accurately and concisely record proceedings of meetings; maintain complex and comprehensive records; compile reports, compose minutes, and makes decisions in procedural matters without immediate supervision; plan, prioritize and carry out assignments with minimum supervision; manage complex calendars and schedule complex meeting agendas.

Skills in transcribing dictation, especially legal terminology; assessing and prioritizing multiple tasks, projects and demands; establishing and maintaining effective working relations with co-workers.

CERTIFICATES, LICENSES, REGISTRATIONS

Typing certificate of 50+ words per minute. Speed writing or shorthand is desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is

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required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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