

CLERK OF THE BOARD

DEFINITION

Under general supervision of the County Administrative Officer, the Clerk of the Board performs a wide variety of responsible and administrative detail and clerical work in connection with the operations of the Office of the Board of Supervisors. This position is required to perform independently a wide variety of the most difficult and complex duties.

DISTINGUISHING CHARACTERISTICS

This is a specialized single position classification which provides administrative and clerical support for the Board of Supervisors and the County Administrative Officer.

REPORTS TO

County Administrative Officer or his/her designee; and Board of Supervisors.

CLASSIFICATIONS DIRECTLY SUPERVISED

Deputy Board Clerks and other clerical support (paid and non-paid) staff.

EXAMPLES OF DUTIES

Performs secretarial work as directed by the County Administrative Officer and/or the Board of Supervisors; receives and transcribes dictation of letters, reports, memorandums, and other correspondence independently from notes, instructions, or own initiative; takes notes and prepares minutes for the Board of Supervisors; determines what information should be included in a permanent record of Board proceedings; prepares minute orders and resolutions of Board actions; publishes required notices before deadlines; prepares Board agenda and consent agenda; reviews materials for errors in grammar and English usage; serves as a receptionist for the County Administrative Officer and/or the Board of Supervisors, receiving callers, providing information, preparing contracts, ordinances, and other legal documents; opens and routes mail; indexes materials for reference; receives and checks bills and prepares claims for payment; maintains list of official boards, commissions, and committees; and filing as required.

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TYPICAL PHYSICAL REQUIREMENTS

Sits for extended periods; frequently stands and walks; normal dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators, copiers, and FAX machine.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office methods and practices.
- Receptionist and telephone techniques.
- Record keeping and records management techniques.
- Public administration principles and practices.
- Budget development and expenditure control.
- Office administrative practices and procedures.
- General organization and functions of County government.
- Business forms, letters, and report writing.
- English usage, spelling, grammar, and punctuation.
- Filing, indexing, and cross-referencing methods.
- Word processing and computer knowledge.

Ability to:

- Exercise sound judgment in performing a variety of administrative detail.
- Interpret and apply a wide variety of legislation, rules, and policies.
- Provide supervision, training, and work evaluation for assigned staff.
- Independently prepare minutes, agenda, consent agenda, correspondence, and miscellaneous reports.
- Deal tactfully and courteously with County staff, representatives of outside agencies, the media, and the general public.
- Perform responsible clerical and secretarial work requiring independent judgement with speed and accuracy.
- Prepare clear and concise correspondence, reports, and other written materials.
- Use tact, discretion, initiative, and independent judgement within established guidelines.
- Organize work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Effectively represent the Board of Supervisors in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community

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- organizations, other County staff, the media, and other agencies.
- Establish and maintain cooperative working relationships.
- Type at a speed of 50 words per minutes.
- Show good judgment in identifying and handling *confidential* information.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

A typical way to obtain the required knowledge and abilities would be:

Four (4) years of responsible administrative experience which included familiarity with the functions, operations, and programs of a California local government organization and governing body. Experience shall preferably include work in public personnel administration and work in a supervisory or lead capacity.

Special Requirements: None