

## CLASS SPECIFICATION

Yuba County

November 2002

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**CLASS TITLE:** Clerk of the Board of Supervisors

**FLSA STATUS:** Exempt

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### **JOB SUMMARY:**

Plans, organizes and administers the office of the Clerk of the Board of Supervisors; maintains official records of the Board and other boards, commissions and committees, including minutes and actions; executes the orders of the Board as directed; serves as Clerk of the Assessment Appeals Board; performs related work as assigned. This is an "at will" position appointed by and working at the direction of the County Administrator.

### **CLASS CHARACTERISTICS:**

This class provides direct support to the Board of Supervisors by ensuring that all legal notices meeting notice requirements are fulfilled, that all Board actions are recorded and followed through and that similar activities are carried through for other assigned boards, commissions and committees. The incumbent is accountable for accomplishing department goals and objectives and for furthering County goals and objectives within general policy guidelines.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the office of the Clerk of the Board of Supervisors; directs the preparation and administration of the department's budget.
- Plans, organizes, administers, reviews and evaluates the activities of assigned staff; trains staff in work procedures and administers discipline as required.
- Prepares agendas within concise legal guidelines.
- Prepares and publishes required legal notices of all public meetings and hearings.
- Attends all regular and special meetings of the board and related committees, as well as related boards and commissions to record official actions taken and prepare minutes of the proceedings.
- Records and enters the vote of each Board member; authenticates each ordinance and resolution by attestation and signature and affixes the County seal to appropriate documents.
- Prepares draft and final minutes of Board of Supervisors and other board and commission meetings; indexes such minutes and maintains appropriate records for public access and distribution.
- Prepares orders, resolutions, legal notices and correspondence based upon the actions of the Board; follows-up on actions taken and ensures that appropriate action is taken by department heads and public and private organizations.
- Maintains accurate records and files related to ordinances and actions taken by the Board.
- Prepares agendas for various local governmental agencies as required by statute; publishes meeting notices.
- Directs the conduct of and personally conducts analytical studies, particularly in the area of records management; develops and reviews reports of findings, alternatives and recommendations.
- Administers the cash trust fund for the duplication of Board materials; receipts and balances money received and submits funds to the Auditor/Controller.

- Provides assistance to various Board members by preparing correspondence, making travel arrangements, receiving and distributing correspondence, preparing payroll and travel claims and performing other various office administrative duties.

**Important:**

- Maintains records of board, commission and committee members; notices, posts and processes documents to fill vacancies.
- Monitors developments and legislation related to the activities of the Board of Supervisors, evaluates their impact upon County operations, and recommends and implements policy and procedural improvements.
- Uses standard office equipment, including a computer, in the course of the work; drives a personal or County motor vehicle to reach various meeting sites.

**QUALIFICATIONS:**

**Knowledge of:**

Administrative principles and practices, including goal setting and program development, implementation and evaluation.

Principles and practices of employee supervision.

Principles and practices of budget development and administration.

Functions and responsibilities of elected board and commissions.

Regulations and procedures regarding public notice of elected board and commission meetings.

Applicable laws, codes and regulations.

Computer applications related to the work.

Records management principles and practices.

Standard office practices and procedures, including complex filing and the operation of standard office equipment.

Techniques for dealing with the public, in person and over the telephone.

**Skill in:**

Planning, organizing and administering a program of notification and records maintenance for the Board of Supervisors and related boards and commissions.

Planning, organizing, supervising, reviewing and evaluating the work of others.

Training others in policies and procedures related to the work.

Developing and implementing goals, objectives, policies, procedures and work standards.

Interpreting, applying and explaining complex federal, state and local laws and regulations.

Preparing clear and concise reports, correspondence and other written materials.

Using initiative and independent judgment within general policy guidelines.

Organizing several projects at once and meeting critical deadlines.

Maintaining accurate records and files.

Typing at a rate of 60 net words per minute from printed copy.

Using word processing software with speed and accuracy.

Taking and transcribing dictation and/or transcribing recorded meeting activities to produce official minutes in an acceptable manner.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

**NOTE:** May require taking dictation or speedwriting at a rate of 80 words per minute and transcribing it accurately.

**Ability/Physical Requirements:**

- Mobility to work in a typical office setting, use standard office equipment, and may require ability to drive a motor vehicle.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

- Attend meetings outside of normal working hours.

**Licensing and Certification:**

- Specified positions may require the ability to obtain a valid California Class C driver's license within thirty (30) days of employment.
- Typing at a rate of sixty (60) net words per minute from printed copy.
- Dictation or speedwriting at a rate of eighty (80) words per minute and transcribing it accurately,

**Background:** The minimum and preferred requirements for this position are described below:

**MINIMUM:**

Equivalent to completion of high school and eight (8) years of responsible office administrative, secretarial or paralegal experience.

**PREFERRED:**

Two (2) years of college with major course work in a field related to records management, public administration, office administration or a field related to the work and an additional four (4) years of responsible office administrative, secretarial or paralegal experience in a public agency setting.

**This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

Personnel Initials: \_\_\_\_\_  
Date: \_\_\_\_\_