

## CLASS SPECIFICATION

Yuba County

July 2007

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

**FLSA STATUS:** Non-exempt

---

### **JOB SUMMARY:**

To provide a variety of specialized and confidential office and technical support to the Office of the Clerk of the Board of Supervisors; to provide a variety of services and information to the public and governmental entities relative to the Board of Supervisors procedures, policies, ordinances, resolutions, etc. and to perform related work as assigned.

### **CLASS CHARACTERISTICS:**

Under the supervision of the Clerk of the Board of Supervisors, incumbents in this advanced journey level classification perform specialized office support duties that require thorough knowledge of policies and procedures pertaining to matters before the Board of Supervisors, Commissions and Committees, such as Board agendas, resolutions and ordinances. This class is distinguished from the Clerk of the Board of Supervisors in that the latter has overall responsibility for providing the office administration and records management for the Board of Supervisors.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Attend regular/special Board, Commission and/or Committee meetings as assigned or in the absence of the Clerk of the Board of Supervisors; prepares draft and final minutes; indexes such minutes and maintains appropriate records for public access and distribution.
- Takes minutes of meetings and public hearings; writes concise minutes summarizing proceedings and transcribes and distributes minutes.
- Prepares agendas.
- Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
- Maintains files and records and establishes controls to follow-up on action items.
- Records the vote of each Board member and attests to the votes taken.
- Types correspondence, memoranda, reports and other material.
- Proofreads material for accuracy and compliance with County policies and procedures.
- Transmits notice of actions taken to appropriate agencies and publishes public notices.
- Answers inquiries for both County departments and the public regarding procedures and actions.
- Independently composes correspondence requiring the application of specialized knowledge of board procedures.
- Mails materials and places legal advertisements.
- Reserves and sets-up rooms for meetings.
- Locates tapes and records for the public and members.
- Assists with travel arrangements for members and preparing travel claims.
- Prepares and microfilms records as required.
- Establishes, maintains and purges a variety of office files.

**QUALIFICATIONS:**

**Knowledge of:**

Record keeping, reporting and clerical procedures related to board and/or commission meetings.  
Applicable statutes, rules, ordinances, codes and regulations.  
County operations and organizations.  
A variety of typing layouts and formats.  
Filing systems, including alphabetical, chronological, numerical and subject area.  
Correct business English, including spelling, grammar, punctuation, capitalization and word usage.  
Basic arithmetic.  
General office clerical management procedures and practices.  
Computer hardware and standard office software.  
Techniques for handling demanding situations with diplomacy and tact while working with diverse groups in person and over the telephone.

**Skills to:**

Take and transcribe dictation, including records of group discussions such as conferences, committee and board meetings.  
Prepare accurate and concise records of government proceedings.  
Independently compose correspondence and minutes.  
Establish and maintain effective working relationships with board members, office staff, countywide staff, department heads, the general public and employee associations.  
Read, understand, interpret and apply relevant county, state and federal statutes, rules, ordinances, codes, regulations, policy and procedures.  
Proofread and review work for accuracy and completeness.  
Exercise appropriate judgment, within general procedural guidelines, in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.  
Assess and prioritize multiple tasks, projects and demands.  
Operate office equipment including memory typewriters, calculators, copiers, transcribing machines, tape recorders, work processors and computers.  
Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.  
Deal calmly and effectively with high stress situations.

**Ability/Physical Demands:**

- Mobility to work in a typical office setting and use standard office equipment including a computer in the course of the work.
- 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 regular/special meetings outside of normal working hours.
- May require ability to drive a personal or County motor vehicle to various meeting sites.

**Licensing and Certification:**

- Possess a valid California Class C driver's license.
- A typing certificate for at least 60 words per minute with a maximum of 5 errors. The typing test must be for at least five (5) minutes and must be no more than one (1) year old. The certificate must state the gross words per minute attained and the number of errors.

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

**Minimum:** Equivalent to graduation from high school and five (5) years of progressively responsible office administrative or secretarial experience.

**Preferred:** In addition to the minimum requirements, equivalent to graduation from a two (2) year college (60 semester units) with major course work in records management, office administration, public administration or a subject related to the work and up to four (4) years additional responsible office administrative, secretarial or paralegal experience serving a Board, Commission, Executive Director or 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.**