

SENIOR DEPUTY, CLERK OF THE BOARD

\$30.0000 - \$36.4654 Hourly
\$5,199.99 - \$6,320.67 Monthly
\$62,400 - \$75,848 Annually

DEFINITION

Under general supervision, leads, coordinates and performs the most complex administrative, clerical and accounting functions in support of the Office of the Clerk of the Board of Supervisors; ensures completion of tasks in accordance with established policies and procedures; communicates policies, procedures and job expectations; and provides training to staff.

DISTINGUISHING CHARACTERISTICS

The Senior Deputy, Clerk of the Board is the advanced journey level in this series. Positions allocated to this class are specific to the Office of the Clerk of the Board of Supervisors. Incumbents are responsible for performing the most difficult, complex and/or sensitive assignments related to the administrative functions of the Office of the Clerk of the Board of Supervisors. This class is designated as confidential as incumbents may become involved in activities associated with, or perform duties related to, the collective bargaining process.

Senior Deputy, Clerk of the Board receives supervision from the Clerk of the Board or designee. This class is distinguished from the Deputy, Clerk of the Board by providing lead direction and training to other support staff and performing the more complex and/or specialized assignments.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Assists, guides, leads and participates in the work of staff responsible for the activities of the Office of the Clerk of the Board of Supervisors.
- Schedules, distributes, and assigns work to employees; monitors work for progress and quality; ensures work is completed in a timely and efficient manner; reviews work.
- Recommends improvements and modifications to work processes, adapts work procedures to meet changing needs, and resolves less complex work problems.
- Reviews documents to be placed on the Board agenda for accuracy and completeness; identifies the types of actions required such as Minute Orders, Resolutions or Ordinances; classifies the business to be transacted by category and determines the proper placement of items on the agenda.
- Assigns agenda numbers to items of business appearing before the Board; composes and proofreads agenda, and coordinates printing and distribution.
- Composes summaries and permanent minute entries reflecting Board actions for permanent records and publication; prepares follow-up material as needed to draft Resolutions.
- Attends and records proceedings of public hearings and meetings.
- Prepares public notices; makes arrangement for timely publication and posting of notices.

- Greets customers and answers inquiries pertaining to Board meetings, activities and procedures on the telephone or in person.
- Responds to inquiries and complaints regarding matters before the Board of Supervisors and functions of County departments, or ensures that such inquiries and complaints are referred and responded to by appropriate staff members.
- Acts as back-up for the Clerk of the Board, as directed; serves as clerk to the Assessment Appeals Board, including receipt of applications for appeal.
- Routes Minute Orders, Resolutions, Ordinances or other information resulting from board and commission actions to concerned individuals, departments, agencies, commissions and other branches of government.
- Prepares material for permanent recordkeeping system by titling the material and cross-file references to facilitate later research and ensures that all material related to a particular subject can be easily located.
- Acts as receptionist for, and assists in work of, the offices of the members of the Board.
- Maintains records, prepares paperwork and assists Board members' offices in the process of making appointments of individuals to various boards and commissions.
- Writes requisitions, purchase orders and claims for the office and for the Board of Supervisors.
- Receives, sorts, screens and distributes incoming mail.
- Receives, records and balances monies and issues receipts.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Experience: Four (4) years of progressively responsible clerical experience.

Substitution: One (1) year of full time business education beyond high school may substitute for one year of the required experience.

Typing Speed: Ability to type a minimum of 35 net words per minute.

License: Some positions may require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Knowledge of:

- Principles and practices of leadership, mentoring and training
- Standard business forms including, business letters, agendas and public notices
- Modern office practices
- Methods and procedures of standard filing systems
- Techniques of effectively communicating information and instructions to persons at all levels of County government, public and private agencies, the media and the general public
- English usage, spelling, grammar, and punctuation

- Basic accounting principles, financial calculations and statistical record keeping practices
- Organizational structure and functions of County government

Ability to:

- Lead and train staff
- Provide work direction and instruction
- Research and evaluate problems and recommend solutions
- Research, understand and apply written and oral rules, procedures and instructions relating to Board of Supervisors
- Distinguish among legal documents
- Compose meeting minutes and summaries that accurately reflect Board actions and intent
- Transcribe recordings of meetings as true and exact copies
- Type a variety of correspondence with accuracy
- Organize work, and maintain work calendars and schedules, to meet deadlines for preparation and printing of agendas, public notices, legal notices and other material
- Respond effectively to inquiries and complaints
- Maintain accurate records and record-keeping systems
- Communicate clearly and concisely both verbally and in writing
- Develop and maintain cooperative, effective working relationships with others
- Apply customer services skills, including the identification of customer needs and follow-up to ensure customer commitments have been met
- Operate modern office equipment, including personal computer and applicable relate software
- Maintain confidentiality

Medical Class:

Medical Class I: This class includes administrative or clerical positions requiring light physical effort, which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Ability to place or retrieve items at below waist level may be required. Considerable moving about may be involved.

Established: November 13, 2016