

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	DEPUTY CLERK OF THE BOARD OF SUPERVISORS	CLASS CODE: 0070
	SENIOR DEPUTY CLERK OF THE BOARD OF SUPERVISORS	CLASS CODE: 0149
DEPARTMENT:	EXECUTIVE OFFICE / CLERK OF BOARD OF SUPERVISORS	FLSA STATUS: N
REPORTS TO:	CEO / CLERK OF THE BOARD or CEO MANAGEMENT STAFF	DATE: 03/00 Rev. 2/07; 4/11
CIVIL SERVICE:	YES	BARGAINING UNIT: CONFIDENTIAL

JOB SUMMARY:

Under direct supervision (Deputy Clerk of the Board) or general supervision (Senior Deputy Clerk of the Board), performs a variety of complex and confidential administrative, programmatic, analytical, and technical functions in support of the operations Board of Supervisors and Clerk of the Board.

DISTINGUISHING CHARACTERISTICS:

Deputy Clerk of the Board of Supervisor and Senior Deputy Clerk of the Board of Supervisors are distinguished from other paraprofessional classifications by the responsibility for performing duties specifically for, and unique to, functions of Clerk of the Board and the Board of Supervisors.

Deputy Clerk of the Board of Supervisors

Deputy Clerk of the Board is a journey level class responsible for performing a variety of advanced administrative duties in support of the functions of the Clerk of the Board and the Board of Supervisors. Deputy Clerk of the Board is distinguished from Senior Deputy Clerk of the Board by the latter's supervision of staff and the oversight of the activities related to the functions of the Clerk of the Board and the Board of Supervisors.

Senior Deputy Clerk of the Board of Supervisors

Senior Deputy Clerk of the Board functions as a first-line supervisor with oversight of the clerical and administrative activities of the Clerk of the Board and Board of Supervisors and is distinguished from Deputy Clerk of the Board by its supervisory responsibilities and its oversight of the work and by the independent performance of a full range of duties exercising judgment and initiative, and serves in the absence of the Clerk of the Board .

SUPERVISION EXERCISED:

The Deputy Clerk of the Board exercises no supervision over other staff.

The Senior Deputy Clerk of the Board of Supervisors class exercises first-line supervision over Deputy Clerk of the Board incumbents and may supervise other clerical staff who perform duties in direct support of functions of the Clerk of the Board and Board of Supervisors.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Performs duties in support of a variety of departmental program regulations such as Board of Equalization, tax assessment appeals, California Map Act/subdivision map recordation requirements, Williamson Act (land preserve contracts, appeals of land use decisions, etc.), ensures compliance with applicable program regulations.
- Assist with the scheduling and preparation of the County Board of Supervisors agendas and related items. Attend meetings of the Board of Supervisors and other bodies, taking minutes of proceedings for permanent records, call roll, mark exhibits and administer oaths when necessary. Transcribe minutes and prepare for final review, provide notification of Board actions; create minute orders for items requiring continuation, follow-up upon Board direction; track Board activities and provide reports to ensure completion of assigned project. Review correspondence, reports and contracts from various meetings for content, comprehension, accuracy, etc.
- Participate in the development, evaluation and implementation of policies, procedures and standards for the department and ensures compliance, recommends improvement when necessary.
- Interact and collaborate with a variety of high-level individuals, both internally and within the community to provide information; respond to various inquiries of the public, media, County departments; receives policy, service and information requests and refer to appropriate division/department for processing, follow-up and/or review.
- Maintains departmental information services systems including: administering customized records management, Internet site and imaging system software; providing staff training; troubleshooting problems; making recommendations for purchases; arranging for software/upgrade installations; performing system back up functions.

- Prepare complex, routine and non-routine reports as requested; receive, sort, and summarize material for the preparation of reports; research, compose and distribute confidential and non-confidential correspondence, agendas, letters, legal notices, resolutions, presentations and related items using a variety of software.
- Relieve officials of routine administrative details such as reviewing reports for accuracy and conformance to policies and standards; monitoring and communicating departmental policies and procedures, and updating publications for final approval; report administrative and/or operational problems to supervisor.
- Coordinate and schedule appointments, meetings, or reservations at the request of staff; prepare the location, photocopy materials and prepare agendas.
- Maintain and upgrade professional knowledge and skills by attending seminars and training programs and by reading trade and professional journals and publications.
- May deal with sensitive and confidential matters at the discretion of the department director.
- Enter and retrieve a variety of complex information from a computer terminal.
- May serve as backup for other positions within the department.
- May train other staff.
- Performs other related duties as assigned.

In addition to the above, the Senior Deputy Clerk of the Board also:

- Provides oversight of all clerical/administrative activities related to the functions of the Clerk of the Board and the Board of Supervisors; serves as program lead on a variety of departmental program regulations such as Board of Equalization, tax assessment appeals, California Map Act/subdivision map recordation requirements, Williamson Act (land preserve contracts, appeals of land use decisions, etc.), ensures compliance with applicable program regulations.
- Carries out supervisory responsibilities in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work, establishing deadlines, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
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- Assist in the formulation of the department budget including: making recommendations and attending budget meetings/hearings.
- Assists in the development of departmental policies and procedures, monitors and presents recommendations or policy amendments as warranted due to changes in state legislation and /or county policies and ordinances.
- Exercise independent judgment in presenting solutions to internal and external customers.
- Acts in the capacity of the Clerk of the Board in the absence of the Clerk of the Board.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Recording Equipment

General Office Equipment
Sound System

Imaging/Scanning System
Typewriter

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Deputy Clerk of the Board of Supervisors

High school diploma or GED equivalent; supplemented by two years of college or technical school course work of a business/executive nature with knowledge of administrative skills; AND three years of progressively responsible related administrative or governmental experience that included typing, filing, developing reports, transcribing information, answering telephones, and relieving a manager of routine administrative duties; or and equivalent combination of training and education.

Senior Deputy Clerk of the Board of Supervisors

High school diploma or GED equivalent; supplemented by two years of college or technical school course work of a business/executive nature with knowledge of administrative skills; AND five years of progressively responsible related administrative or governmental experience that included typing, filing, developing reports, transcribing information, answering telephones, and relieving a manager of routine administrative duties, including one year of experience performing duties

comparable to Deputy Clerk of the Board of Supervisors and one year of experience functioning as a lead worker; or an equivalent combination of related experience, training and education.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Deputy Clerk of the Board of Supervisors

Knowledge of:

- Modern principles, practices and legislative trends relative to County government and government officials.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- The Brown Act and Roberts Rules of Order.
- California Records Management Association practices, procedures and protocol.
- Methods and techniques of research, statistical analysis and report presentation.
- Computer applications and hardware related to the performance of the essential functions of the job.
- Administrative skills and practices.
- Effective writing skills.
- Standard business arithmetic, including percentages and decimals.

Skill in:

- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Apply logical thinking to solve problems or accomplish tasks, understand, interpret and communicate complicated policies, procedures and protocols.
- Transcribing information from dictating equipment.
- Communicating clearly and effectively, both orally and in writing, with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Operating and performing routine maintenance of general office machines and equipment.

Mental and Physical Ability to:

- Analyze administrative problems and situations.
- Read and interpret documents such as operation and maintenance instructions, procedure manuals, etc.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with others.
- Present appropriate facts in written and oral form.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Deal with problems involving several variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.
- Lift and carry, push and/or pull, or move objects weighing up to 20 pounds.

Senior Deputy Clerk of the Board of Supervisors *(in addition to the qualifications for Deputy Clerk of the Board)*

Knowledge of:

- Principles and practices of supervision and training.
- Administrative principles and practices including goal setting and implementation.
- Administration of staff and activities either directly or through subordinate supervision.
- County government operations and organization, including internal departmental and County policies and procedures.

- Budget preparation and adoption procedures and general accounting processes and procedures.
- Applicable, federal, state and local ordinances, codes, laws, acts, mandates, requirements, etc.
- External governmental bodies and agencies related to area of assignment.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Organizing, assigning, leading and reviewing the work of staff

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.