

**DEPUTY CLERK, BOARD OF SUPERVISORS/
LEGAL SECRETARY, COUNTY COUNSEL**

DEFINITION

To perform a variety of specialized technical, administrative and legal secretarial duties with the County Clerk / Board of Supervisors and the County Counsel's Office; to perform clerking of meetings for the Board of Supervisors; to prepare a variety of legal documents; and to provide information and assistance to County departments, various agencies and the general public regarding County functions, policies, procedures and laws.

DISTINGUISHING CHARACTERISTICS

This classification is shared between the County Clerk – Board of Supervisors Division and the County Counsel Office and is responsible for providing technical and clerical support to the Board of Supervisors by attending Board meetings and taking minutes, preparing agenda packets and working with Board members, County departments and the public. It differs from the classification of Assistant Clerk of the Board in that the Assistant serves as the executive secretary to the Board and provides direction to the Deputy Clerk class. This position is also responsible for providing support to the County Counsel's Office and differs from the stand alone position Deputy Clerk position in its legal knowledge requirements.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Clerk of the Board and County Counsel.

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

Attends Board meetings; takes notes and prepares meeting minutes; attends other special meetings as assigned; takes and transcribes a variety of legal documents and correspondence, including contracts, briefs, resolutions, ordinances, and legal opinions; maintains document and correspondence files.

Participates in preparing Board agendas. Coordinates the scheduling of agenda items with County staff and the public; researches submitted agenda items to insure that requirements are met pursuant to the Glenn County Policy and Procedure Manual.

Maintains schedule for Board meetings; provides background information to Board members regarding topics to be discussed.

Participates in coordinating the Board's actions regarding the appointment of committee members; maintains official appointee roster; oversees appointment notification and oath of office filing.

Prepares, places and ensures the publication of legal notices as required by federal, state and County codes.

Determines and collects a variety of fees for County services; issues receipts; prepares invoices and deposits for fees collected; maintains account balances by posting to appropriate journal and ledger accounts; balances accounts and prepares financial statements.

Applies departmental policies and procedures, along with state laws, in determining the accuracy and completeness of various submitted applications, forms and records.

Researches and interprets historical County records for various departmental and public needs; searches legislative history for determinations of legislative intent.

Prepares and maintains archival information in compliance with state laws.

Performs general clerical work as assigned, including but not limited to typing documents and correspondence, proofreading documents and correspondence, copying and filing documents, entering computer data, answering the telephone, faxing information, assembling and distributing materials, processing in-coming and out-going mail, assisting in the development and managing of budget expenditures, ordering office supplies, etc.

Acts as a receptionist; Receives and responds to inquiries and requests for assistance from the public regarding County programs, policies and procedures; provides information and assistance to the public; screens telephone and office callers.

May clerk closed session meetings; maintains confidential files as required by State and County codes.

Prepare and process correspondence, legal papers, documents and statistical information requiring knowledge or legal format, terminology and procedures for the County Counsel and Public Guardian; file legal documents with appropriate departments.

Drafts documents and reports in preparation for litigation proceedings; drafts discovery motions.

Organizes exhibits and other documents for administrative hearings, appeals or presentations.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws, rules and regulations.

Legal terminology and the forms and documents used in legal secretarial work.

Modern office procedures, methods and technology.

Methods of filing and indexing documents; principles and procedures of record keeping.

Business letter writing and basic report preparation.

Standard legal procedures and practices involved in composing, processing, and filing a variety of legal documents, including standard legal references.

English usage, spelling, grammar and punctuation.

Basic arithmetic.

Ability to:

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations.

Learn the structure, functions, procedures and policies of the Board of Supervisors.

Type / word process, take and transcribe dictation at speeds necessary for successful job performance.

Perform responsible legal secretarial work. Perform routine bookkeeping tasks in the monitoring of accounts receivable and payable.

Maintain confidentiality and security of information as required.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible secretarial or clerical experience, including two years at the legal secretarial level.

Training:

High school diploma or GED equivalent supplemented by legal secretarial training.

Classification Code:	6632944
Bargaining Unit:	07
FLSA Status:	Y

Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	337