

**SENIOR DEPUTY CLERK, BOARD OF SUPERVISOR'S**

DEFINITION

To perform a variety of specialized technical and clerical duties with the Clerk of the Board/ Board of Supervisors' Office; to perform clerking of meetings for the Board of Supervisors; 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 located in the Clerk of the Board – Board of Supervisors Division 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 Deputy Clerk of the Board in that the Assistant serves as the administrative support to the Board and Clerk of the Board, operates in a highly independent manner, and may provide lead direction to the Deputy Clerk class.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Clerk of the Board.

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.

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.

Maintains computer databases and files, researches and compiles information and data, maintains files, etc.

Prepares and maintains codifications to the County Code Manual and Administrative Manual adopted by the Board of Supervisors as required by law; distributes updates and/or revisions to all County departments/various agencies.

Maintains lists of all ordinances and resolutions adopted by the Board of Supervisors.

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.

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, ordering office supplies, etc.

Processes and executes claims; prepares deposits and transfers of funds; processes purchases as necessary and/or upon request.

Receives and responds to inquiries and requests for assistance from the public regarding County programs, policies and procedures.

May clerk closed session meetings; maintains confidential files, including those related to employee-employer relations, as required by State and County codes.

Performs related duties as assigned.

#### QUALIFICATIONS:

##### Knowledge of:

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

Modern office procedures, methods and technology.

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

Basic legal terminology, forms and procedures.

Business letter writing and basic report preparation.

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.

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:

Four years of increasingly responsible secretarial or clerical experience.

Training:

High school diploma or GED equivalent supplemented by secretarial training.

Classification Code:	6632944
Bargaining Unit:	07
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	See Class Spec List