

ADMINISTRATIVE SERVICES ANALYST I – DEPUTY CLERK**DEFINITION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are **not** intended to reflect all duties performed within the job.*

Under general supervision, performs routine technical and clerical duties with Administrative Services Analyst II – Deputy Clerk or Administrative Analyst III – Deputy Clerk in the Board of Supervisors' Office. Provides information and assistance to County departments, agencies and the general public regarding County functions, policies, procedures and laws. Performs basic administrative and analytical work in the areas of general and administrative support. Incumbents gather, tabulate, analyze, and chart data; interview and consult with departmental officials, employees, and others to give and receive information; prepare reports and make recommendations on procedures, policies, and program/functional issues and alternatives; prepare correspondence and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

This position is unrepresented and confidential. This classification and is responsible for providing basic technical and clerical support to the Board of Supervisors.

This is the entry-level class in the professional Administrative Services Analyst – Deputy Clerk series. This classification is responsible for providing basic technical, and clerical support in support of the Board of Supervisors. The work has technical aspects, requiring the interpretation and application of and ensuring compliance with policies, procedures, requirements, and regulations, and involves frequent contact with staff and the public. Positions at this level receive instruction or assistance as new or unusual situations arise and are aware of the operating procedures and policies of the department. This not a flexibly allocated level; therefore, incumbents do not automatically promote to the II level after one year.

This class can be distinguished from the higher-level class of Administrative Services Analyst II – Deputy Clerk because incumbents in that class typically work under direction and supervision to perform moderately difficult and complex journey-level administrative and analytical duties. Incumbents at this level are assigned tasks that are more routine and repetitive in nature.

EXAMPLE OF TYPICAL JOB FUNCTIONS

Typical functions may include any of the following tasks, knowledge, abilities, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks

Assists in preparing the agenda for Board of Supervisor meetings; ensures accuracy and integrity of the agenda packets and departmental documentation.

Assists in the preparation and presentation of the completed agenda to the Administrative Services Analyst II – Deputy Clerk or Administrative Services Analyst II – Deputy Clerk; distributes final agenda and back-up materials; meets legal requirements for posting and publishing; prepares agenda packets for Board members and others.

Assists in the preparation and coordination of public hearings, awards, and ceremonial resolutions of the Board; maintains calendar of public hearings; may attend Board meetings; prepares draft of minutes for approval; follows-up to obtain signatures as needed on pending and completed business; prepares, edits, and distributes approved meeting minutes.

Reviews, conforms, records, and preserves actions of the Board of Supervisors including resolutions, ordinances, contracts, and other records and documents; determines what information should be part of the permanent record; accepts and distributes petitions, claims, appeals, and lawsuits.

Implements the records maintenance functions of the Board; files and indexes minutes, ordinances, resolutions, and agreements; maintains the retention of public records pursuant to approved retention schedules; preserves historical records; converts files to electronic format; updates index of records and provides long term storage.

Assists in creating, processing, and tracking appointment letters, oaths, and Form 700 filings for various Board, committee, commission, and special district members and appointees.

Assists in the maintenance of accurate and detailed databases, electronic and physical files, and records; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and destructing files.

Researches, compiles, and summarizes data from various sources and assists in preparing a variety of reports according to established procedures and practices.

Receives, processes, and responds to public records requests, complaints, and other requests for information; researches and organizes information; coordinates resolution to problems and issues.

Assists in processing assessment appeals applications; publishes the hearing schedule, agendas, and minutes according to government code; maintains archival process for board documents in compliance with county policy and state law; creates and distributes hearing notices and notices of decision; assists in processing claim forms for Assessment Appeals Board members.

Attends meetings, conferences, workshops, and training sessions and reviews publications to remain current on principles, practices, and new developments in the field of Clerk of the Board services.

Performs related duties as assigned

Minimum Requirements-Education, Certification and Licenses

Knowledge of:

Principles, practices, and procedures related to public agency Clerk of the Board function.

Functions, authority, responsibilities, and limitations of an elected Board of Supervisors and associated boards, commissions, and committees.

Legal requirements for filing, publishing, and processing of various Board matters, including but not limited to resolutions and ordinances.

Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.

Applicable federal, state, and local laws, codes, and ordinances and County policies and procedures relevant to Clerk of the Board function.

Methods and techniques of preparing reports and general business correspondence.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability To:

Prepare official minutes, resolutions, ordinances, and clear and concise reports, correspondence, policies, procedures, and other written materials.

Maintain the official Board of Supervisor records of the County.

Organize and maintain accurate and complex recordkeeping and indexing systems.

Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

Prepare accurate and logical written reports and correspondence related to assigned area independently or from brief instructions.

Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.

Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS:

Knowledge of:

General principles and practices of public and business administration.

Basic governmental functions and organization.

Ability to:

Gather and analyze complex data.

Identify problems and central issues.

Reason logically and critically.

Perform, analyze and document research.

Read and understand laws and regulations.

Research legislative issues; read and interpret operating procedures and regulations.

Recommend and implement changes and improvements.

Speak and write effectively.

Establish and maintain effective working relationships.

Work independently and accept increasing responsibility.

Analyze policies, procedures and programs and make effective recommendations.

Utilize computer hardware, software and peripherals to accomplish work objectives.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of the required experience and education listed below that provides the required knowledge and abilities is acceptable. A typical way of getting the knowledge and abilities is outlined below:

Experience:

One (1) year of general administrative support experience in a professional or technical capacity.

Qualifying experience may be substituted with one year of college education.

Training:

Equivalent to completion of the twelfth (12th) grade

License:

Some positions in this classification 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 physical or mental disability may request a reasonable accommodation.

WORKING CONDITIONS:

Mobility - Mobility to work in a standard office setting and use standard office equipment, including a computer; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Visual - Constant use of overall vision and reading/close-up work; frequent need for color perception, hand/eye coordination, and field of vision.

Dexterity - Frequent holding, reaching, grasping, repetitive motion, and writing.

Hearing/Talking - Frequent hearing of normal speech, hearing on the telephone, talking in person and on the telephone.

Emotional/Physiological Factors - Frequent decision making, concentration, and working alone; and occasional public contact.

Special Requirements - Some assignments may require occasional working weekends, nights, and/or occasional overtime; and occasional travel.

Environmental Conditions - Occasional exposure to noise, dust, and poor ventilation; occasional exposure to varied weather conditions.