

CLASS SPECIFICATION



CLASS: Board Clerk I/II
ALLOCATION: Clerk of the Board of Supervisors
FLSA STATUS: Non-Exempt
UNION AFFILIATION: Non-represented/Confidential

ESTABLISHED: July 2019

JOB SUMMARY:

Under general supervision, assist in the performance of administrative and legal work associated with the proceedings and records of the Board of Supervisors or ancillary boards and commissions; reviews agenda items for adherence to California codes and Yuba County policy; records and preserves the actions of Board of Supervisors; prepares, edits and distributes Board agendas, minutes and public hearing notices. Performs related duties as assigned.

Positions in this class are flexibly staffed and are typically filled by advancement from the I level if incumbents have met the minimum qualifications and have demonstrated the ability to perform the responsibilities required at the higher performance levels.

Board Clerk I:

The Board Clerk I is the entry-level class responsible for providing a variety of advanced duties in support of the functions of the Clerk of the Board/Board of Supervisors. Initially, under close supervision, incumbents learn County procedures and policies. The Board Clerk I is distinguished from the II level by the performance of less than the full range of duties assigned to the II level.

Board Clerk II:

The Board Clerk II performs more difficult and responsible type of duties while receiving only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures, policies, and regulations within the work unit. This is the journey level in the Board Clerk series.

CLASS CHARACTERISTICS:

This position reports directly to Clerk of the Board Supervisors. This class is distinguished from the Clerk of the Board of Supervisors in that the latter has overall management responsibility for departmental activities and functions.

EXAMPLES OF DUTIES:

Essential:

Board Clerk I:

- Prepare meeting agenda for Board of Supervisors; direct the preparation of agenda packets for Board members and others; records and preserves the actions of Board of Supervisors; prepare, edit and distribute meeting minutes and other documents resulting from the Board's actions; assure the accuracy and integrity of the agenda packets and departmental documentation.
- Prepare and present completed agenda to the agenda management team; distribute final Agenda and back-up materials; meet legal requirements for posting and publishing; supervise the filing and indexing of minutes, ordinances, resolutions, and agreements; manage the record keeping system of Board documents; updates index of records and provides long term storage.
- Direct preparation and coordination of public hearings, awards and ceremonial resolutions of the Board; attend Board meetings and prepares minutes for Board approval; follow up to obtain signatures as needed on pending and completed business
- Review, conform, attest, record, and preserve all resolutions, ordinances, contracts and other records and documents of the Board of Supervisors; determine what information should be part of the permanent record; accepts and distributes petitions, claims, appeals, and lawsuits.
- Design, implement and supervise the records maintenance functions of the Board; direct retention of public records pursuant to approved retention schedules; preserve historical records; convert files to electronic format.
- Schedule, publish, and maintain calendar of public hearings; respond to inquiries by media and public regarding Board actions, procedures, and requirements.
- Monitor division budget; prepare special and recurring reports.
- Maintain and update the Board website; convert all documents and graphics into web based formats; creates

- master documents and links within website
- Supervise and direct the maintenance of the County's appointment registry and the assessment appeals process.

Board Clerk II (in addition to the above):

- Implement and oversee the records maintenance functions of the Board; direct retention of public records pursuant to approved retention schedules; preserve historical records; convert files to electronic format.
- Prepare and monitor division budget; prepare special and recurring reports, budgets.
- Monitor and review trends in County recording duties and functions and recommend operational and policy improvements; confer with department staff, public officials and other professionals to define and develop strategies to achieve CAO and Board's objectives.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Perform a variety of general office support duties such as typing, proofreading, filing, answering the telephone, and using standard office equipment.
- Use standard office equipment, including a computer, in the course of the work; may drive a motor vehicle to attend meetings and visit work sites.
- May plan, assign, review the work of office support staff on a project or day-to-day basis.

EMPLOYMENT STANDARDS:

Knowledge of:

Board Clerk I:

- Record keeping, reporting, office support duties related to board and/or commission meetings
- Pertinent County government organization, functions, policies, rules, ordinances, codes, and regulations
- Principles and practices of bookkeeping and accounting.
- Computer applications and hardware related to the performance of the essential function of the job.
- Principles and practices of taking formalized and exact meeting notes including the knowledge of formatting and presentation as necessary.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for handling demanding situations with diplomacy and tact while working with diverse groups in person and over the telephone.

Board Clerk II (in addition to the above):

- Current legislative, political, and economic trends in governmental activities.
- Principles, practices, and trends in public administration, leadership, and management.
- Principles and practices of governmental budgeting.
- Meeting critical time deadlines.
- Using initiative and independent judgment within established procedural guidelines.
- Understanding and applying pertinent laws, rules and regulations.

Skill in:

Board Clerk I:

- Performing detailed office support work with speed and accuracy.
- Maintaining accurate office files.
- Understanding and following oral and written direction in an independent manner,
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Speaking English effectively to communicate in person or over the telephone.

Board Clerk II (in addition to the above):

- Explaining complex procedures to the public, in person and over the telephone.
- Prepare accurate and concise records of government proceedings.
- Assess, analyze, identify, and recommend solutions to problems.

- Dealing successfully with the public in person and over the telephone occasionally where relations may be confrontational or strained.

Ability to:

Board Clerk I:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Communicate effectively and efficiently verbally and in writing; understand, follow and issue verbal and written instructions.
- Organize work; schedule and coordinate projects; set priorities; meet deadlines and maintain composure when working under pressure.
- Coordinate, establish, and maintain effective working relationships with co-workers, elected officials, other County employees, and the public.
- Type at 40 wpm.

Board Clerk II (in addition to the above):

- Read, understand, interpret, and apply relevant county, state, and federal statutes, rules, ordinances, codes, and regulations.
- Work without close supervision in standard work situations.
- Exercise appropriate judgment in answering questions and releasing information.
- Use initiative and independent judgment within general procedural guidelines.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work in a typical office environment

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Typing Certificate: Minimum Net of 40 wpm. Typing Certificate must indicate results from a five (5) minute test with at least the minimum net wpm required.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation, which includes Live Scan fingerprinting prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

Board Clerk I:

MINIMUM: 30 units from accredited college or university in Public Administration, Business Administration, Paralegal, or a business related field, **OR** 2 years' experience in a progressively responsible office administrative role assisting Executive / County Administration, governing boards; experience performing parliamentary or legal procedures.

PREFERRED: In addition to the minimum, an Associates' Degree in Public Administration, Business Administration, Paralegal, or a business related field and / or additional years of experience as described above.

Board Clerk II:

MINIMUM: 60 units from accredited college or university in Public Administration, Business Administration, Paralegal, or a business related field, or 4 years' experience in a progressively responsible office administrative role assisting Executive / County Administration, governing boards; experience performing parliamentary or legal procedures.

PREFERRED: In addition to the minimum, an Associates' Degree in Public Administration, Business Administration, Paralegal, or a business related field and / or additional years of experience as described above.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Approval: Department Head
Date:

EEOC: F
WC: 8810

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____