

## **CLERK TO THE BOARD**

### **JOB PURPOSE AND SUMMARY**

Provides administrative and technical support services to the Board of County Commissioners or other County Boards and Commissions. Arranges special meetings, public hearings, maintains record keeping system and processes Board actions. Serves as the office lead worker. This classification specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

### **CLASSIFICATION DISTINCTIONS**

The Clerk to the Board classification is distinguished from the other administrative positions by the technical knowledge necessary to support the Board of County Commissioners or County Board or Commission.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Schedules and prepares agendas and item documentation for meetings; attends and takes notes of meetings utilizing a computer or electronic recording device and translates notes into formal minutes. Responsible for maintaining minutes, documentation, and electron recordings of Board meetings as required by County policies and State law. Minutes of meetings and approved resolutions are approved by the members and attested to by the Clerk. Responds to requests for information related to Board actions.
- Prepares legal notices pertaining to Board meetings and public hearings; prepares legal notices for publications and correspondence to interested parties of public hearings and Board meetings.
- Performs various administrative duties, such as arranging meetings, preparing agendas and supporting materials, taking minutes at meetings and preparing reports. Performs a variety of coordinating activities for the Board/Commission, relays and obtains information from other County departments, outside agencies, the news media and the general public.
- Responds to inquiries from the public or other agencies on behalf of and as directed by the Board. Acts as liaison between the Board/Commission and constituents; answers, inquires and provides information; gathers information from county sources and responds as directed.
- Develops and maintains tracking system and responses to constituent's letters and

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emails. Coordinates with appointed Boards and Commissions staff to assure representation maintained. May serve as staff to boards or commissions.

- Prepares and maintains Board's permanent records.
- May provide administrative and technical support to a department director which includes coordinating the immediate office staff, coordinating activities, keeping related records, developing procedures, and providing secretarial support.
- Composes responses to inquiries from other agencies or the general public; advises the public of steps necessary to file appeals, pursuant to rules of procedures and time limits involved.
- Develops and conducts research projects as directed. Prepares statistical and narrative reports.
- Responsible for seeing that meeting rooms and PA systems for public meetings are properly set up.
- Performs other related duties as assigned.
- Provides back-up coverage to other office positions as needed.

### **QUALIFICATIONS**

Associates Degree in Public Administration, Business Administration, or related field; and four years of increasingly responsible office experience in a public organization working with the media and elected officials. Knowledge of Robert's Rules of Order and/or Parliamentary procedures is essential. Additional experience may substitute for education on a year-for-year basis. Desired skills include: Paralegal Certification, Registered Certified Parliamentarian, and/or Bachelor degree in Public Administration, Business Administration or other closely related field is preferred. A current Washington State driver's license is required.

***Ability to:*** utilize a personal computer with applicable software to successfully perform the essential job functions of the position. Must type 60 wpm and take dictation - either on computer, shorthand, or dictaphone.

### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

Work is generally performed in an office setting with comfortable environmental conditions. Exceptional organizational and interpersonal skills are essential in handling sensitive issues with constituents. Attendance at evening meetings may be required. Traveling to remote or rural sites is sometimes necessary for public meetings held away from the Courthouse

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Complex. Essential tasks include typing/keyboard skills, phone/office equipment usage, reading, speaking and listening, attention to detail and deadlines. Essential duties include: walking, seeing, reading, speaking, handwriting, and hearing.

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