

DEPUTY CLERK OF THE BOARD II

Definition:

Under direction, provides specialized clerical support to the Board of Supervisors; attends, records and prepares action minutes of meetings of the Board of Supervisors; prepares agenda and summary of proceedings utilizing an automated records management system, a computer and specialized software; and assists with the training of other personnel.

Distinguishing Characteristics

The Deputy Clerk of the Board II is the journey level in the Deputy Clerk of the Board flexible classification series. Incumbents are expected to have an understanding of county government functions and responsibilities, exhibit good public relations skills and be able to perform work under pressure with competing demands and time constraints.

Essential Functions:

- Reviews documents to be placed on the Board agenda for proper wording and the inclusion of all required attachments, such as maps, agreements, leases, reports, bonds and deeds; identifies the types of actions required, such as resolutions, ordinances, agreements and documents for recordation.
- Classifies business to be transacted by category and determines proper placement of items on the Board agenda; assigns agenda numbers to items of business appearing before the Board; composes and proofreads Board agenda; prepares agenda and summary of proceedings utilizing an automated records management system, computer and specialized software.
- Coordinates the distribution of the Board agenda; routes documents, resolutions, ordinances or other information resulting from board and commission actions to concerned individuals, departments, agencies, commissions and other branches of government.
- Attends, records and prepares action minutes of meetings of the Board of Supervisors; certifies that recordings are true and exact copies for legal purposes.
- Prepares public notices; makes arrangement for timely publication of notices in newspapers.
- Processes resolutions, ordinances, hearing notices and tract and parcel maps to reflect Board action; accepts and processes claims against the County; takes follow-up action on Board referrals.
- Transcribes information and composes synopses and permanent minute entries reflecting Board actions for permanent records and publication; prepares materials for permanent record-keeping system, confirms accuracy of text information to facilitate later research; prepares documents for recordation.
- Answers inquiries from the public, media and others pertaining to Board meetings, activities and procedures by telephone and in person; responds to inquiries from the public regarding both matters before the Board of Supervisors and functions of other County departments; ensures that inquiries are referred and responded to by the appropriate staff members; assists contractors and the public in formally filing claims, notices and other actions with the Board.

- Operates a personal computer and various software programs; composes and types correspondence, memos, resolutions, proclamations and certificates of recognition; prepares follow-up material needed by County Counsel or others to draft resolutions.
- Provides all clerical support for the Assessment Appeals Board, which includes many of the duties detailed above.
- Acts as back-up for the Clerk of the Board in meetings of the Board of Supervisors.
- Maintains records, prepares paperwork and assists Board members' offices in the process of making appointments of individuals to various boards and commissions and ensures accuracy of documents filed, including Statements of Economic Interest.
- Assists with telephone reception duties; and performs other related duties as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent, AND six (6) years of increasingly responsible clerical experience which would provide the required knowledge, skills and abilities OR one (1) year of experience comparable to Deputy Clerk of the Board I in the Kern County classification system.

Knowledge of: the functions and responsibilities of an elected legislative body, such as Board of Supervisors; basic functions and structure of Kern County government; office procedures, methods and practices; public relations; manual and automated filing systems to record, store, cross-index and retrieve records; business letter writing and format; English grammar, punctuation, spelling and usage; basic mathematics; and usage of modern office equipment, including personal computers and basic computer applications.

Ability to: perform complex clerical work under pressure from competing demands and time constraints; follow procedures, organize work and schedule activities to comply with legal requirements; maintain accurate records and record-keeping systems; establish and maintain effective work relationships; communicate clearly and concisely, orally and in writing; act in a lead capacity; and operate a variety of audiovisual equipment used for public presentations.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.