

## **DEPUTY CLERK OF THE BOARD I**

### **Definition:**

Under supervision, to provide specialized clerical support to the Board of Supervisors, to coordinate public notification of Board actions, and to maintain a system of permanent record keeping.

### **Distinguishing Characteristics**

This is the entry level in the classification series of Deputy Clerk of the Board I and II. This classification is distinguished from Deputy Clerk of the Board II by the requirements of the latter classification to attend, record and take action minutes of meetings of the Board of Supervisors.

**Promotion to the Deputy Clerk of the Board II is considered on a merit basis and subject to the approval by the department head.**

### **Essential Functions:**

- Classifies business to be transacted by category and determines proper placement of items on the Board agenda.
- Assists in coordinating the printing and distribution of board agenda and summary of proceedings; routes Resolutions, Ordinances or other information resulting from board and commission actions to concerned individuals, departments, agencies, commissions and other branches of government.
- Makes arrangements for timely publication of notices in newspapers; identifies the appropriate adjudicated newspaper for publication; determines publication deadlines to meet legal requirements of various codes and regulations; maintains status of publication affidavits to verify legal requirements have been met for the conduct of public hearings of the Board of Supervisors.
- Processes resolutions, ordinances, hearing notices and tract and parcel maps to reflect Board action; accepts and processes claims against the County.
- Certifies that documents and recordings are true and exact copies for legal purposes.
- Maintains records, prepares paperwork and assists Board members' offices in the process of making appointments of individuals to various boards and commissions; administers oath of office pursuant to Board appointment; and ensures accuracy of documents filed, including Statements of Economic Interest.
- Prepares materials for permanent record-keeping system, entering bibliography information and confirming accuracy of document text to facilitate later research; ensures that all material related to a particular subject can be easily located; researches historical information upon request.
- Identifies records for destruction and assists with legally defined procedures to destroy records.
- Answers inquiries by telephone and in person from the public, media and others pertaining to Board meetings, activities and procedures; 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.

- Prepares and calculates accounts receivable for services rendered; posts and prepares statements and receipts of transactions; prepares receipts for cash received; prepares and checks the accuracy of claims for payment; prepares payroll.
- Composes and types correspondence and memos; opens, sorts and distributes mail for the Clerk of the Board and the Board of Supervisors; maintains departmental files.
- Enters property assessment appeals applications into electronic tracking system.
- Operates a personal computer and various software programs; composes and types correspondence, memos, resolutions, proclamations and certificates of recognitions.
- Performs telephone reception and general clerical duties for Supervisors in coordination with other departmental staff.
- Performs administrative clerical work such as initiating and preparing purchase requisitions; ordering supplies to maintain a minimum stock level for the department; coordinating repairs and maintenance of office equipment; assisting with the preparation of the departmental budget; and preparing monthly budget and special reports.
- Performs other related duties as required.

**Employment Standards:**

High School Diploma, G.E.D. or equivalent AND three (3) years of increasingly responsible clerical experience which would provide the following knowledge, skills and abilities.

**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; modern office equipment, including personal computers and basic computer applications.

**Ability to:** perform 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; and communicate clearly and concisely orally and in writing.

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.