



CLASS SPECIFICATION

Class Code: 60015332
Date Established: 07/2005
Last Reviewed: 05/2021
Last Revised: 05/2021
Last Title Change: 07/2018
FLSA: non-exempt
Probation: 12 months

DEPUTY CLERK - BOARD RECORDS AND MINUTES

DEFINITION

Under general supervision, provides paraprofessional level administrative support services to the Board of County Commissioners and other boards and commissions by preparing and maintaining minutes; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time progressively responsible clerical experience with at least one year taking, transcribing, and preparing minutes which may be supplemented by transcription or dictation experience; OR one year of professional writing experience; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Attend board and commission meeting and hearings; record audio and take comprehensive notes to aid in composing permanent minutes.

Compose, draft, and finalize minutes to accurately and concisely summarize the proceedings to set forth the pertinent facts and provide a permanent record of the proceedings; proofread, print, copy, and distribute minutes; prepare Clerk's Orders; input minutes into an index system.

Prepare agendas and review backup supporting materials and staff reports regarding any directives to the Clerk; prepare backup supporting material for distribution to certain boards and commissions; prepare verbatim transcripts from meetings when necessary.

Answer questions and provide information and assistance to County personnel and the general public regarding board actions; serve as the primary source for information; research old minutes; reformat and/or copy audio and video records of meetings for use by the public and other county personnel.

Prepare minutes and agenda backup material for microfilming and/or digital scanning; follow through with other County departments to obtain properly signed copies of documents to ensure complete permanent records of all board actions; affix the County's seal to properly executed and approved documents.

Assist in special County commissions and boards such as Washoe County's Bond Counsel and Debt Management Commissions by scheduling meetings, contacting board members, and preparing agendas for posting and mailing.

Maintain accurate records and files; assist in the preparation and posting of official legal notices for publication on items scheduled for public hearing before the board(s); and process and distribute new ordinances as they are adopted to appropriate County personnel.

May perform civil marriage ceremonies; read and ratify marriage ceremonies in a dignified way; sign all necessary marriage documents and ensure they are properly witnessed and recorded; distribute documents appropriately; explain the recording process for marriage licenses and the means for obtaining certified copies to couples; submit licenses and certificates to the Marriage and Business Division Manager for processing.

May receive and reconcile payments for fees, issue or stamp receipts, make change, reconcile correct amount and prepare balance statements.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental policies and procedures.

Pertinent departmental, County, state and federal laws, statutes, codes, regulations, policies, procedures, terminology, and concepts.

Legal principles, practices, and terminology as necessary to perform assigned responsibilities.

Ability to:

Accurately interpret and apply pertinent laws, codes, and regulations including administrative and departmental policies and procedures.

Respond to requests and inquiries from the public and county personnel related to the policies and procedures of assigned function in an accurate and professional manner.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

General office practices, manual and automated filing systems, and record management practices.

Proper English usage, spelling, vocabulary, grammar, and punctuation.

Methods and techniques of record keeping.

Microsoft Office Suite and Adobe Acrobat software programs.

Practices used in minute taking and preparation.

Basic research techniques.

Skill to:

Type at a rate of 60 net words per minute with 95% accuracy.

Take comprehensive notes and operate audio transcription equipment for preparation of minutes.

Properly operate computer and office equipment.

Ability to:

Complete and maintain accurate records.

Assimilate information and write consolidated and comprehensible summaries, reports, and minutes.

Independently plan and organize workloads to ensure schedules and deadlines are met.

Maintain confidentiality for all forms of documentation.

Communicate clearly and concisely, both orally and in writing.

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

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to sit and take minutes for long periods of time. Must be willing and available to work evening and weekend meetings. Ability to operate standard office equipment including, but not limited to, computers, telephones, calculators, copiers, and fax machines.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.