



## CLASS SPECIFICATION

Class Code: 60018400  
Date Established: 09/2017  
Last Reviewed: 07/2018  
Last Revised: 07/2018  
Last Title Change: 07/2018  
FLSA: non-exempt  
Probation: 12 months

### DEPUTY CLERK TRAINEE – BOARD RECORDS AND MINUTES

#### **DEFINITION**

Under immediate supervision, performs clerical administrative support services to the Deputy Clerk – Board and Records Minutes staff which supports the Board of County Commissioners as well as other boards and commissions by preparing and maintaining minutes; and performs related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Two years of full-time general or legal clerical experience, preferably at an administrative or secretary type level, and the use of standard Microsoft Office Suite applications (Word, Excel, and Outlook at a minimum) in performing daily clerical duties and department specific functions.

#### **LICENSE OR CERTIFICATE**

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

#### **SUPERVISION EXERCISED**

Exercises no supervision.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry and training level in the Deputy Clerk – Board Records and Minutes classification series, which provides for progression to the next level upon meeting the requirements of the class and recommendation of the appointing authority. Incumbents perform basic assignments and receive continuous training in the assigned area of minute taking and general policies, procedures, and techniques. It is distinguished from the Deputy Clerk – Board Records and Minutes class by the fact that incumbents perform a more limited range of duties under closer supervision.

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

Attend Board and Commission meetings and hearings; learn to record audio and take comprehensive notes to aid in composing permanent minutes.

Learn to 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; learn to proofread, print, copy and distribute minutes, prepare Clerk's Orders/Notices of Action, and input minutes into an index system.

Learn to prepare agendas and review backup supporting materials and staff reports regarding any directives to the Clerk; assist in preparing backup supporting material for distribution to certain Boards and Commissions; learn how to prepare verbatim minutes.

Learn to accurately answer questions and provide information and assistance to County staff and the general public regarding Board actions, research old minutes, reformat and/or copy audio and video records of meetings for use by the public and other county personnel.

Learn how to prepare minutes and agenda backup material for microfilming and/or digital scanning, contact and 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 minutes.

Assist other staff members within the department with phone calls and miscellaneous workloads as needed.

May learn to perform civil marriage ceremonies which includes signing all necessary marriage documents and ensuring they are properly witnessed and recorded, distributing documents appropriately, explaining the recording process for marriage certificates and the means for obtaining certified copies to couples; may submit licenses and certificates to the Marriage and Business Division Operations Manager for processing.

## **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 assigned responsibilities.

Software programs and equipment unique to the County Clerk's Office.

### **Ability to:**

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.

Operate office equipment unique to the County Clerk's Office.

**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.

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

Methods and techniques of record keeping.

Word processing methods, techniques, and programs.

### **Skill to:**

Type at a rate of 50 net words per minute with 95% accuracy.

Compile and summarize information, prepare clear and concise reports, correspondence, and written materials

### **Ability to:**

Complete and maintain accurate records.

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

Plan and organize work to meet schedules and timelines.

Work cooperatively, collaboratively, and tactfully with all those contacted in the course of work; establish, maintain, and foster positive and harmonious working relationships.

Act with integrity; exercise appropriate discretion and maintain confidentiality of information.

Communicate clearly and concisely, both orally and in writing.

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

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

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