



## CLASS SPECIFICATION

### Modoc County

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CLASS CODE:	4121-006
CLASS TITLE:	<b>Deputy Clerk of the Board I</b>
FLSA DESIGNATION:	Non-Exempt (Confidential)
RANGE/STEP:	228 (Step A-F \$3,041-\$3,882)

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### **JOB SUMMARY:**

Under general direction of the Clerk of the Board and/or the County Administrative Officer or their designee, performs various administrative and clerical duties for the Board of Supervisors and County Administrative Officer with confidentiality and discretion, including accurately recording and executing official actions of the Board of Supervisors and other boards and commissions; while also organizing, coordinating, and conducting the more complex day-to-day activities of the County Board of Supervisors including: performing fiscal operations for the Board of Supervisors; maintaining document management protocols; serving as the primary point of contact for in-person, telephonic, electronic and written communications for Board of Supervisors; serving as a professional liaison between the Board of Supervisors and the County Administrative Officer and outside organizations/agencies, community organizations, other County departments/divisions, and the public; working closely with the County Administrative Officer at all times and department staff on a variety of assignments and special projects; in addition to preparing agendas, minutes, recording and documenting actions taken by the Board of Supervisors; providing appropriate and responsible administrative support to the Board of Supervisors and its members, the County Administrative Officer, Clerk of the Board; and generally functioning as a positive and cooperative team member within the Clerk of the Boards office and other County departments.

### **DISTINGUISHING CHARACTERISTICS:**

This is the entry working level in the Clerk of the Board classification. Under direct supervision, incumbents perform a variety of specialized administrative support assignments requiring knowledge of the functions, policies, and procedures of the Board of Supervisors. Employees in this classification are expected to learn or possess specialized knowledge of the Board of Supervisor's roles and responsibilities. In addition to discretion, attention to detail, and confidentiality being essential characteristics of the job, the person in this classification is expected to be politically aware without being political; practicing discernment amidst divergent viewpoints and interests, and impartiality in favor of the Board as a whole. The individuals filling the role must have an attention to detail and an appreciation for the organization and preservation of historical records.

### **EXAMPLES OF DUTIES:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties*

*and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.*

- Under the direction of the Clerk of the Board and/or County Administrative Officer to plan and prepare Board agendas; review agenda items to ensure that all submittals are complete, and adhere to County Policy and legal requirements; provides input and follow-up regarding agenda submittals to ensure accuracy, clarity, and conciseness.
- Coordinates agenda items with County departments and the County Administrative Officer and schedules agenda items.
- Provides professional customer service to County departments and the public regarding all matters of the Board of Supervisors; including agenda items and documents.
- Prepares agendas and minutes for all meetings of the Board of Supervisors, Standing Committee meetings, and any other meetings as needed and ensures involved parties and the general public are informed within required time limits.
- Coordinate publication and posting of legal notices as required by law.
- Coordinate the preparation, review, and distribution of a variety of legal documents such as minute orders, ordinances, resolutions, and agreements.
- Certifies the authenticity of official Board actions and prepares certified copies of such actions, as required.
- Maintains and tracks all executed County contracts.
- Communicate board actions and directives through correspondence to appropriate departments, agencies, and/or other involved parties.
- Type, assemble, and distribute reports, memos, forms, resolutions, and other materials as necessary.
- Initiate and maintain a variety of files and records; maintain and update list, manuals, and resource materials.
- Identify records management needs and alternatives.
- Establishes, maintains and indexes extensive information and document files for the Board of Supervisors.
- Receive applications for Board appointed special districts and track, maintain, and file appointment certificates.
- Act as a custodian of all historical records.
- Assist in updating the County codebook as needed.
- Assist in preparing Requests for Proposals (RFP) or Request for Qualifications (RFQ).
- Ensure that county staff and the public have access to legislative history in a timely manner.
- Assists in the preparation of the Clerk of the Board, Light Districts, and Emergency Medical Services budget and the monthly reconciliation.
- Receives, organizes, coordinates, and schedules assessment appeals.
- Receives and processes public records request.

- Receives and reports Claims filed against the County.
- Assists with monthly payables for the Clerk of the Board or Administration if requested.
- Research and compile data for special projects and various reports.
- Respond to letters and correspondence of a routine nature.
- Review calls and visitors and refer inquires as appropriate; respond to complaints and request for information.
- Coordinates and maintain calendars and training for the Board of Supervisors.
- Arrange meetings and conferences and make travel arrangements as requested.
- Provides temporary back-up staff support to other positions within the County Administrative Office, when requested.
- Process passport applications once training as an Acceptance Agent is obtained.
- All other duties as assigned.

**QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.*

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):**

**Knowledge of:**

- Working knowledge of the functions and operating procedures of the County Board of Supervisors, and the organization and activities of county government.
- Essential knowledge of California Public Records Act and the Brown Act.
- Knowledge of preparation and format of various legal documents, which relate to county functions and are required by county legislative bodies.
- Working knowledge of the legal requirements for various matters routinely brought before the Board of Supervisors, including publication and notices.
- Demonstrated knowledge of minute-taking process and various alternative methods that can be applied to this process.
- Knowledge of principles, practices and methods of records management applicable to local government.
- Knowledge of governmental accounting.
- Knowledge of modern office methods, practices, procedures, and the ability to identify areas to improve efficiency while still maintaining consistency in records management.
- Data processing equipment and terminology.
- General goals and purposes of department programs, services, and operations.
- Knowledge of proper English grammar, spelling, punctuation, and business writing.
- Advance knowledge of or ability to obtain advanced knowledge of word processing, spreadsheets, presentation applications, database, email, calendaring programs, and automated systems.
- Knowledge of standard and accepted business letter and report writing.

**Skilled in:**

- Communicate clearly, concisely, and efficiently in writing and verbally.
- Employ critical thinking and sound decision making.
- Demonstrate situational awareness and exercise tact, sensitivity, confidentiality, and discretion.
- Gain cooperation through discussion and coordination.
- To successfully perform required duties, be skilled in taking notes at a speed and level of accuracy necessary.
- Operate audio/visual systems in the Board of Supervisors' Chambers.
- Maintain a keen attention to detail.
- Compose general correspondence, press releases, resolutions, proclamations, letters, reports, and all other required documents as request.
- Control the decorum of the meeting room through professional and strong verbal communication.

**Ability to:**

- Ability to understand the organization and operation of the County and the outside agencies as necessary to assume assigned responsibilities.
- Demonstrated ability to interpret and follow departmental policies and procedures.
- Ability to perform special research and development concise reports.
- Ability to provide clerical support to the Board of Supervisors and assist with the procedural activities of the office.
- Ability to compile and maintain accurate county records.
- Ability to communicate effectively and professionally with the Board of Supervisors, County Administrative Officer, Clerk of the Board, other County departments, other governmental agencies, department heads, departmental representatives, and the general public.
- Ability to effectively follow written and oral instructions in an efficient and timely manner.
- Ability to work with considerable initiative and independence while exercising good judgement in recognizing scope of authority.
- Ability to establish and maintain an effective working relationship with all individuals contacted in the course of business.
- Ability to work independently and efficiently in the absence of supervision.
- Ability to potentially work evenings or weekends when Board of Supervisors or other assigned boards/commissions conduct meetings at times other than those regularly scheduled, or as required by special assignment.
- Ability to operate under stressful situations while maintaining a professional conduct.
- Ability to deal with difficult individuals while maintaining a professional conduct.

- Ability to learn and use a variety of computer software programs.
- Ability to coordinate the preparation, submission, and administration of grants.
- Ability to maintain office supplies and environment of the office.
- Work cooperatively as part of a team.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use and assist users with remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.

**Required to:**

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

**EDUCATION AND EXPERIENCE**

Any combination of education and experience/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Minimum Qualifications**

**Clerk of the Board I**

- Graduation from high school or equivalent supplemented by some college coursework in public administration, business administration, records management, or a closely related field.
- Three years of responsible secretarial experience involving frequent public contact in working with governmental boards and/or commissions, including a minimum of two years' experience in records management.

**Clerk of the Board II**

- In addition to the above, four years' experience as Clerk of the Board I, an Associate Degree in public administration, business administration, records management, or a closely related field, and the recommendation of the Clerk of the Board and County Administrative Officer.

**Special Requirements:**

Must possess a valid California driver's license. Must obtain assessment appeals certification within six (6) months of employment. Must be able available for evening meetings and schedule adjustments as necessary to accommodate the Board of Supervisors and other potential committees and boards agenda posting requirements.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

Sitting for extended periods of time daily, standing and walking short distances. Repeated hand-wrist movement required. Ability to use a variety of office equipment and machines; occasionally run errands; lift lightweight. Excellent memory and recall is necessary for accurate and timely transfer of data/information. Most assigned work is normally performed in an office environment. Some travel may be required.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

**All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.**

**FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met in order for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.**

*Position created and approved by the Board of Supervisors October 25, 2022  
Effective: October 25, 2022*

**Final verified classification approved by:**

DocuSigned by:  
  
**Human Resources and Risk Manager Director**

**Reviewed and approved by:**

DocuSigned by:  
  
**County Counsel**

**Received and filed by:**

DocuSigned by:  
  
**Clerk of the Board**