

## **DEPUTY CLERK TO THE COUNTY COUNCIL**

### CODES/PAY RANGE

Class Code: 1151

EEO Code: F

Pay Range: 118

### MAJOR FUNCTION

Highly responsible secretarial work coordinating the implementation of matters approved by County Council and providing clerical support for the County Council meeting.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Attends all County Council meetings. Prepares and proofs minutes for accuracy and content.

Researches minutes when requested.

Clerical and administrative duties assigned to the County Manager as the Clerk to the County Council.

Notifies all concerned departments, divisions, and individuals of the County Council actions. Notifies proper media of all upcoming hearings and meetings according to statutory requirements.

Maintains lists of matters deferred to subsequent meetings as well as public hearings and time certain to avoid time conflicts.

Assigns proper numbers to all ordinances and resolutions and obtains all proper signatures after they are approved by the Council.

Maintains lists of all boards, commissions, and committees appointed by the Council including expiration of appointments.

Handles inquiries concerning Council matters and researches documents and files.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of business English, spelling, punctuation, and arithmetic. Knowledge of modern

**(Deputy Clerk to the County Council continued)**

filing systems, office procedures, and equipment. Knowledge of county ordinances, regulations, rules, procedures, functions, personnel, and organization.

Ability to work independently on researching records and files. Ability to compose effective and accurate minutes and to deal with non-routine matters. Ability to maintain records and reference files, and to assemble and organize data. Ability to meet and deal with the public in an effective and courteous manner.

Skill in the application of modern secretarial techniques and practices.

**MINIMUM QUALIFICATIONS**

Graduation from high school or possession of a GED supplemented by advanced courses in shorthand, business practices, and advanced secretarial skills, and four (4) years experience in performing responsible stenographic and administrative work in a county office or related area.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

**ADA REQUIREMENTS**

Physical Demands: Sedentary work. Ability to see, hear, talk; finger dexterity.

Mental Demands: Ability to read and comprehend legal documents, statutes, ordinances; memos, instructions, manuals. Ability to write business letters, summaries. Ability to speak clearly and concisely relating information, details and procedures to layman. Ability to perform basic mathematical functions.

Environmental Demands: Inside work.

Revised 10/94