

**COUNTY OF SOLANO
CHIEF DEPUTY CLERK**

EST. 02/05

DEFINITION

Records and authenticates the actions of the Board of Supervisors; plans, organizes and supervises the support functions of the Clerk of the Board of Supervisors including agenda preparation and distribution, minutes and Board records; plans, organizes and manages the clerical and administrative support activities within the County Administrator's Office; serves as a member of the department's management team.

CLASS CHARACTERISTICS

This classification is characterized by the responsibility for recording and authenticating the official actions of the Board of Supervisors including supervising Board support operations, developing and administering systems for maintenance of official Board records, and processes ordinances and changes in the Solano County Code. An incumbent in this class may have responsibility for planning, organizing, coordinating and managing clerical and administrative activities of the County Administrator. This class is distinguished from other clerical supervisory/management and secretarial classes by the unique nature and level of responsibility associated with the office to which it is assigned. Incumbents in this class may be assigned other administrative duties in support of the Board of Supervisors.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the County Administrator.

May exercise supervision over lower level administrative/clerical staff.

EXAMPLES OF DUTIES *–Duties may include but are not limited to the following:*

Coordinates the preparation of and reviews/edits the Board Agenda; attends all Board of Supervisors' regular and special sessions and committee meetings by transcribing their proceedings, makes entries in the minutes, ordinances and resolution books; enters all decisions on questions placed before the Board; records and enters the vote of each member; authenticates each ordinance by signing and affixing the County seal to each ordinance passed by the Board.

Prepares orders, resolutions, legal notices and correspondence based on actions of the Board for publication in accordance with statutory requirements; distributes copies of minutes, ordinances and resolutions to County departments and other interested parties; oversees the indexed records; plans, organizes and supervise the clerical operations ensuring proper filing and distribution of Board actions: develops and administers systems and procedures to ensure effective and efficient operations within assigned unit. Accepts and files environmental reports for various entities with the County, issues receipts and forwards monies collected to the Auditor-Controller's Office.

Oversees the Assessment Appeals process; prepares Assessment Appeals Application Forms and Information Booklets to be duplicated; fills public requests for County Assessment Appeals

Application Forms; accepts and files returned applications; sends notices to individuals informing them of date set by Board to hear their appeal; notices the public if hearing has been changed per their request; prepares the Assessment Appeals Board Agenda and Packets for the Board, County Counsel, Assessor and Deputy Clerk; distributes copies of backup (stipulations and letters) to the Assessor; inputs data of Board's action and approved value on the database; prepares minutes of the Assessment Appeals Board; files backup material from the packets after each item has been acted on: answers questions relating to the appeals process; prepares claims for members of the Assessment Appeals Board: coordinates attendance of the Assessment Appeals Board.

Handles information of a controversial and confidential nature which may have County- wide implication; screens telephone and office callers; furnishes the public with information requested; resolves problems and complaints; refers callers when appropriate; prioritizes routing of written and verbal communication based on content; arranges schedule of appointments, meetings and conferences.

Gathers, assembles and/or condenses background information material: composes and prepares complex correspondence and reports; may research and compile data for special projects; composes general or routine correspondence: determines whom to notify of an official action and/or regulation/law changes; monitors legislative activities as they relate to area of responsibility.

Reviews procedures, practices and work methods to increase effectiveness and efficiency of operations; coordinates the flow of work, as well as assigns functional responsibilities and individual duties; establishes and ensures maintenance of central and specialized files; serves as a resource on clerical procedures and activities; assists others in organizing and evaluating work processes; assists in automating manual systems by providing technical assistance on clerical operations and user needs.

May be assigned additional clerical administrative and supervisory responsibilities; or other duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Thorough knowledge of the principles, practices and procedures of office administration including records management procedure development, composition of business correspondence and document formatting, public contact techniques.

Functions and responsibilities of the Board of Supervisors and Clerk of the Board.

Procedural requirements governing the recording and authentication of actions taken by the Board of Supervisors.

Knowledge of conducting public meetings subject to the Brown Act.

Knowledge of Robert's Rules of Order.

Knowledge of administrative communication methods and practices.

Local government operation and programs.

Organization, policies and administrative procedures.

Data collection, evaluation and presentation techniques.

Knowledge of supervisory practices, administrative communication methods and practices

Some knowledge of staffing analysis techniques

Clerical work methods.

Legal newspaper advertising.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Perform a variety of difficult clerical and routine administrative tasks requiring the exercise of independent judgement.

Gather, process and preserve official records in accordance with statutory regulations and develop and implement operational procedures for record-keeping. Accurately record and transcribe the proceedings of the Board meetings.

Comply with the laws and regulations governing the recording and authentication of actions taken by the Board of Supervisors.

Research regulations and procedures and/or technical reference materials.

Supervise the work of others engaged in clerical support activity.

Evaluate unusual situations and resolve through application of County/departmental policy/procedures.

Coordinate the flow of information/communication to and from the executive, communicate effectively with executive officials, executive level management and the public.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Four (4) years of progressively responsible secretarial and/or office management experience in a public or private agency which includes responsibility for performing complex clerical work for an executive officer of an organization or governing board similar to those duties listed above. Two (2) years of experience must have been in a California City or County as Clerk of the Board, or progressive experience working in a similar type of office.

Education/Training:

High School Graduate or GED Equivalent. Training in contemporary office practices, procedures, and proficient in word processing and spreadsheet systems.

SPECIAL REQUIREMENTS

Incumbents may be required to work outside normal business hours, independent travel will be required.

Possession of or ability to obtain a valid Class C California driver's license may be required.

Candidates for this position may be required to pass a background investigation in accordance with applicable law policy and/or regulation.

SUPPLEMENTAL INFORMATION

Positions allocated to this class are exempt from the provisions of the County's Civil Service ordinances. Incumbents are hired and retained at the pleasure of the appointing authority.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.

Director of Human Resources

Established Date: February 2005

BOS Date: February 8, 2005

I:\Classification\Class Specs\ParaProf specs\Chief Deputy Clerk.doc