DEPUTY CLERK - BOARD RECORDS AND MINUTES

DEFINITION

Under general supervision, provides paraprofessional level administrative support services to the Board of County Commissioners, 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, preferably at an administrative or secretary type level, including one year taking, transcribing, and preparing minutes; 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 comprehensives notes to aid in composing permanent minutes. Operate standard office equipment, including computers, copiers, scanners and other equipment.

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, 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. 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 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, 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 ceremony 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.

Assist other divisions within the department as needed; serve as backup for the marriage and business division with phone calls and work load.

**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, statues, codes, regulations, policies, procedures, terminology and concepts.

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

**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 and unique departmental/division equipment, computer programs and software.

**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.

Practices used in minute taking and preparation.

Basic research techniques.
**Skill to:**
Type at a rate of 50 net words per minute with 95% accuracy.

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

Operate modern office equipment including computer equipment.

**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 with other departments, County officials and outside agencies.

Maintain confidentiality for all forms of documentation.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**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; availability 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.*