

CLERK TO THE BOARD

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Governing Body

REPORTS TO: Board of County Commissioners

CLASS SUMMARY

Performs advanced clerical and administrative work, overseeing the daily operations of the Governing Body Office. Work involves assisting the County Commissioners, County staff and the general public.

DISTINGUISHING CHARACTERISTICS

The Clerk to the Board is a stand-alone classification. The Clerk to the Board is distinguished from other classes as it is appointed in accordance with NC General Statutes.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Oversees the operation of the Governing Body office to include preparing weekly office calendars, making travel arrangements; coordinating Board social events; and coordinating room and meeting arrangements.
- Drafts correspondence, resolutions, and proclamations for County commissioners.
- Responds to inquiries by the public and members of the news media.
- Records, transcribes, and prepares minutes of all meetings of the Board of County Commissioners and Water and Sewer District Board.
- Prepares legal notices for meetings.
- Maintains official records, including county seal.
- Negotiates with vendors and purchases equipment.
- Prepares annual office budget and monitors expenditures.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- Organization of County government;
- Supervisory principles;
- Statutes on meeting minutes, official records, legal advertisements, and bond issues;
- Office procedures;
- Basic management principles;
- Basic budget and accounting principles.

Skill in:

- Planning, monitoring, and evaluating the work of staff;
- Using computers and related software applications;
- Taking dictation and writing shorthand;
- Composing correspondence, resolutions, and proclamations;
- Resolving problems;
- Handling multiple projects;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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TRAINING AND EXPERIENCE

High School Diploma or General Equivalency Diploma (GED) and five years of progressively responsible administrative/executive support experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Bachelor's Degree in Public Administration or Business administration strongly preferred.

LICENSING/CERTIFICATION

- Professional Clerk certification.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

May be subjected to travel.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E10/99