

**DEPUTY 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:** Clerk to the Board

**CLASS SUMMARY**

Assists in the overall operations of the Governing Body by providing advanced administrative support to County Commissioners and the Clerk to the Board.

**DISTINGUISHING CHARACTERISTICS**

The Deputy Clerk to the Board is a stand-alone classification. It is distinguished from other classifications by its responsibilities of assisting in the overall operations of a Governing Body. The Deputy Clerk is distinguished from the Clerk to the Board, who is appointed in accordance with NC General Statutes.

**TYPICAL CLASS ESSENTIAL DUTIES**

- Provides administrative support to include preparing correspondence, coordinating conferences, making travel arrangements, and processing travel expense reports.
- Responds to public inquiries to include providing information about policies, board actions, and county programs and making referrals to appropriate county departments.
- Maintains indexing records of board meetings to include determining the format of minutes, cross checking minutes, and preparing copies of exhibits and minutes to be archived by the NC Office of Archives and History.
- Updates the department web site with current information about commissioners, board agendas, and board meetings.
- Assists with the department budget to include monitoring expenses, processing invoices, and approving payment vouchers.
- Processes departmental time sheets for payroll.
- Maintains records of board appointments and committees to include preparing notices for advertisement of vacancies and letters of notification of appointments.
- Serves as back-up Clerk to the Board, as needed, to include attending and recording official meetings.
- Maintains office supplies to include ordering supplies and approving payments.
- 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:

- County, federal, and state government operations;
- Budget and accounting principles;
- Supervisory principles;
- Records management techniques;
- Customer service techniques.
- Research techniques.

Skill in:

- Using computer software applications and modern office equipment;
- Writing and editing documents;
- Providing customer service;
- Interpreting and analyzing policies;
- 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**

Associate's Degree in Business Administration, Secretarial Science, or related field and three years of related progressively responsible administrative/executive support experience; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **LICENSING/CERTIFICATION**

- Must obtain Notary Public Certification within 90 (?) days of employment.

### **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: Non-exempt

Class Spec Established/Revised: E9/03