

Classification Title: Deputy Clerk to the Board

FLSA Status: Non Exempt

BRIEF DESCRIPTION: Provides assistance to the Clerk of the Board, in carrying out the duties and functions as needed by the Board of Commissioners.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Review applications, communicate with board/committee contacts on appointments and prepare letters for consideration of appointments and appointment letters.
2	S	Update the list of members on each board and on the website.
3	S	Prepare agenda materials for appointments.
4	S	Prepare for meetings and complete minutes for 2 subcommittees for the Board of Commissioners.
5	S	Provide information to the Clerk of the Board for review prior to it being placed on the Board of Commissioner’s meeting agenda.

CLASSIFICATION REQUIREMENTS:

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Education	Associate’s degree in Business or Public Administration or related field.
Experience	Three years clerical experience and working with a Board.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Intermediate
Math	Basic
Writing	Intermediate
Managerial	Receives direction.

Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Prepares documents and does research to justify language used in documents for the department. May recommend budget allocations.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions in regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy	X
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Large truck scales, cash register, credit card reader and signature pad, bank drawer (through the wall).

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

None.