



CLASS SPECIFICATION

Class Code: 60015332
Date Established: 07/2005
Last Reviewed: 11/2024
Last Revised: 11/2024
Last Title Change: 07/2018
FLSA: non-exempt
Probation: 12 months

DEPUTY CLERK - BOARD RECORDS AND MINUTES

DEFINITION

Under general supervision, provides paraprofessional level administrative support services to the Board of County Commissioners and 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 to include at least one year of experience taking, transcribing, and preparing minutes, conducting transcription or dictation, or with professional writing, such as composing detailed written reports, technical writing, or journalistic writing; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

None.

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 comprehensive notes to aid in composing permanent minutes.

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 and 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; 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, and 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 ceremonies in a dignified manner; 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, provide change, reconcile correct amount and prepare balance statements.

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/divisional practices, policies, and procedures.

Federal, state and local laws, statutes, codes, regulations and standards pertaining to the area of assignment.

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

Ability to:

Accurately 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 in an accurate and professional manner.

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.

Proper English usage, spelling, vocabulary, grammar, and punctuation.

Methods and techniques of record keeping.

Microsoft Office Suite and Adobe Acrobat software.

Practices used in minute taking and preparation.

Basic research techniques.

Ability to:

Type at a rate of 60 net words per minute with 95% accuracy.

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

Properly operate computer and office equipment.

Complete and maintain accurate records.

Assimilate information and write consolidated and comprehensible summaries, reports, and minutes.

Independently plan and organize workloads to ensure schedules and deadlines are met.

Maintain confidentiality for all forms of documentation.

Plan and organize work to meet schedules and timelines.

Communicate in a clear, concise manner, both orally and in writing.

Establish, foster, and maintain effective 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 professional office environment. Must be able to take meeting minutes for an extended period of time as determined by the duration of the assigned meeting. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry up to 25 lbs.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.