

JOB DESCRIPTION

DEPUTY CLERK TO THE BOARD OF COUNTY COMMISSIONERS

General Statement of Job

This position assists and supports that performance of the Clerk to the Board of Commissioners. These duties can include assisting the Clerk with the maintenance of official County documents, coordinating and maintaining a permanent record of Board actions including historical and current official records, and researching and preparing various reports and other office activities. Work requires a high level of discretion and often requires the use and handling of confidential information.

Specific Duties and Responsibilities

Essential Job Functions

Acts in the absence of the Clerk to the Board of County Commissioners assuming responsibilities required to continue the operation of the office including preparing agendas for Board meetings, gathering information for meeting agenda packets, and notifying Commissioners, appropriate County staff, news media, and other interested parties of dates and times of Board meetings; attends Board meetings, hearings, workshops, etc., as directed by the Clerk. Assists with indexing and preparation of minutes as historical account for public inspection; prepares follow-up correspondence to notify departments and/or general public of Board actions in response to inquiries or as otherwise deemed appropriate.

The Deputy Clerk assists the Clerk in keeping up-to-date information on all County Board and Commission appointments and advertisements as well as the preparation of letters of appointment, reappointment and appreciation.

The Deputy Clerk assists the Clerk in answering inquiries and must be familiar with the County Ordinances and North Carolina General Statutes that deal with local and County rules and laws in order to adequately assist the Clerk, Commissioners, staff and general public.

The Deputy Clerk assists the Clerk with coordinating meeting for Commissioners and other officials as necessary, ensuring availability of rooms, equipment, materials, refreshments, etc., as requested or otherwise deemed necessary. Handles scheduling and travel arrangements including hotel, airline and car rental reservations.

The Deputy Clerk utilizes various computer software programs including word processing, spread sheet, and file maintenance programs to enter, store, and/or retrieve and format information as requested or otherwise necessary.

Performs other related work as required by the Clerk to the Board of Commissioners.

Minimum Training and Experience

At least 3 years of experience in administrative work or an equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

Minimum Qualifications of Standards Required To Perform Essential Job Functions

Interpersonal Communications: Must be able to communicate with tact, judgment, empathy, energy, and a good sense of humor, utilizing strong organizational skills.

Numerical Aptitude: Requires the ability to utilize mathematical formulas and basic mathematical principles in an accurate and timely manner.

Interpersonal Temperament: Requires tact, judgment, empathy, organizational skills, energy, and the ability to deal with a wide range of personalities and people from varied socio-economic backgrounds.

Knowledge, Skills and Abilities

Basic knowledge of the procedures, responsibilities, and operation of the Board of County Commissioners and the operation of various County departments.

Basic knowledge of the North Carolina General Statutes and of local ordinances governing the responsibilities of the County Clerk and County government in general.

Thorough knowledge of computer programs including word processing, spread sheet and file maintenance programs.

Thorough knowledge of grammar, punctuation, syntax and spelling with the ability to compose effectively.

Thorough knowledge of administrative practices and procedures.

Skill in planning and setting up meetings.

Skill in making scheduling and travel arrangements and decisions, including knowledge of hotel, airline, and car rental agency procedures.

Ability to express ideas orally and in writing, including composing accurate minutes, reports, and correspondence.

Ability to exercise considerable tact and courtesy in frequent contact with public officials, news media representatives, and the general public, including irate citizens.

Special Requirements

Must be a certified notary public or have the ability to obtain certification. Must be willing to attend and successfully complete courses at the School of Government (SOG) of The University of North Carolina at Chapel Hill that apply toward certification by either the International Institute of Municipal Clerks (IIMC) as a Certified Municipal Clerk, or the SOG as a North Carolina Certified County Clerk. Be willing, once certified, to meet the requirements for entry into IIMC Master Municipal Clerks Academy and progress toward receiving the Master Municipal Clerk designation, or meet the requirements for obtaining the SOG's North Carolina Master County Clerk designation. (Amended on 3-29-2014)