

FERRY COUNTY JOB DESCRIPTION COMMISSIONERS' OFFICE

JOB TITLE: Deputy Clerk of the Board
Civil Service Chief Examiner/Secretary

SUPERVISOR: Board of Ferry County Commissioners / Clerk of the Board

JOB SUMMARY: Plans, organizes and implements daily operations of the Commissioners' Office. Maintains and enforces current office procedures. Serves as communication liaison to other County departments, media, local, state and federal agencies and the public as directed. Exercises judgment in determination of various day-to-day issues that do not involve major deviation from established policies and procedures. Participates in appropriate trainings and educational opportunities, including attendance at conferences and seminars. Plans, organizes and implements operations of the Civil Service Commission. This is a forty (40) hour per week position.

SCOPE OF RESPONSIBILITY: Full responsibility for the efficient and effective performance of administrative and technical operations of the Commissioners' Office. Has extensive knowledge of administrative secretarial practices with considerable latitude for independent judgment and action. Has extensive knowledge of legal requirements related to processing of official actions taken by the Board, records management, public notices, Open Public Meetings Act and Public Records Disclosure, documents composition, budgeting, policy interpretation, public relations and contracts. Directly responsible for the Commissioners' indexing program as well as records retention and archiving duties.

CIVIL SERVICE RESPONSIBILITY: Full responsibility for the efficient and effective performance of administrative duties and the general manager and executive officer responsible to the Civil Service Commission. Report to the Commission as directed concerning the details of the work of the Commission. Assist in preparing the budget for the Commission. Classify all Civil Service positions in the classified service, maintain a list of all such classes in the classification plan and maintain specifications for each class. Attend and oversee examinations of applicants, prepare and submit a report after each examination to the Commission, together with a report on all appeals from rulings or appeals from any part of the examination. Perform all other functions necessary for the proper carrying-out of these rules and the provisions of law relating to the Civil Service System, and such additional duties as may be assigned to him or her from time to time by the Commission.

TYPICAL DUTIES:

Document Preparation: Researches past history for and prepares and drafts resolutions, ordinances, contracts, leases for submission to the Prosecuting Attorney for review, revision and approval as to form. Prepares correspondence on behalf of the

Board to staff, citizens, local, state, and federal agencies and state and federal legislators.

Commissioners' Records: Assists in managing and maintaining all official records of proceedings and actions of the board of Commissioners, provides access to Commissioners' public records as required by the Public Records Disclosure Act. Monitors and administers contracts agreements and leases for compliance with local, state and federal laws, expiration dates, satisfactory completion, payments, etc. Maintains current lists of boards, commissions and committee's appointees and monitors status of appointments and term expiration dates.

Petitions/Complaints: Receives and processes petitions and complaints for resolution or referral to the appropriate department.

Budgets: Assists the Board in preparation of annual county budgets. Develops, administers, maintains and justifies expenditures for the following county budgets:

Commissioners	Board of Equalization	Civil Service
Misc-Non Departmental	Tourism Promotion	Petty Cash Funds
Distressed Areas	Capital Improvement	Medical Trust
Large Format Copier	Housing	Conservation
Courthouse Building	NE Tri-County Health	

Special Projects: Deals directly with contractors, service and goods providers. Serves as staff support for County boards and committees as needed.

QUALIFICATIONS: Position requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description. High school diploma or equivalent, plus two years of higher education, or prior experience of two years or more in secretarial or advanced clerical work and office management of progressively responsible experience in the department is required. Knowledge of legal requirements related to processing of official actions taken by the Board of Commissioners. Requires extensive knowledge of modern secretarial and administrative procedures, practices and policies and use of office hardware and software including but not limited to computers, word processing, spreadsheets, databases, accounting, data entry, 10-key calculator, telephone system, email and Internet, and basic office skills.

ESSENTIAL REQUIREMENTS:

- Individuals assigned to this classification work in the capacity of a confidential employee. Any breach of these terms and conditions of employment may result in immediate discipline up to and including discharge.
- Demonstrated knowledge of modern secretarial and administrative procedures and practices. The ability to take detailed and accurate notes and minutes.

Typing, computer (word processing, spreadsheets, indexing, email), composition, accounting, filing research, organizational skills, and operation of standard office machines.

- Ability to work independently, without direction, and to exercise judgment in resolution of daily problems/issues.
- Ability to conduct research, gather and analyze information and data and prepare reports.
- Ability to research and interpret laws related to issues under consideration by the Board of Commissioners
- Ability to communicate orally and in writing.
- Ability to make independent decisions in accordance with established guidelines, use initiative and judgment in carrying out tasks and responsibilities without instruction and guidance.
- Ability to use judgment and tact in dealing with the public, media and local, state and federal level agencies and officials.
- Ability to maintain confidentiality in personnel, litigation and other sensitive issues.
- Ability to maintain harmonious relationships with other employees, officials and the general public.
- Ability to organize and utilize time wisely a must.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered as an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the work load.