



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Deputy County Clerk III - Commission</u>	NEW: <u> </u>	REVISED: <u>X</u>
REPORTS TO: <u>County Clerk</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/2016</u>
DEPARTMENT: <u>County Clerk</u>	JOB CODE: <u>600</u>	

SUMMARY:

With limited supervision, the Deputy County Clerk III records the proceedings of all official County Commission meetings; prepares meeting minutes for public archives; researches County records; coordinates the Commission Agenda with Administrative Authorities and members of the community; and maintains County public records.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative only, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Prepares County Commission agendas, writes orders, and provides County Commissioners with supporting documentation for proposed orders and other agenda items; sets up room used for County Commission meetings; attends all County Commission meetings, public hearings, budget hearings and required work sessions; coordinates with the Auditor’s Office to ensure specific documents have received proper approval and certification; serves as reference for County Commission.

Schedules agenda items for County Commission meetings; explains proper procedure, formats the necessary documentation for appearance before or submission of a request to the County Commission; generates, sends, and posts notices and agendas in conjunction with Sunshine Law regulations; clarifies the official action taken during the Commission meetings; prepares and posts the minutes on the County website.

Receives requests for information related to actions of the County Commission; responds to all official requests for information in accordance with state law; locates all documents and records requested by the public; maintains file of requests.

Obtains and stores all documents submitted for the official public record; compiles and updates the Commission Order log, public record log, and yearly major files; files and stores all road/sewer NID easements and agreements and all County bid files; contacts entities for agreements/contracts and budget hearings.

Answers the telephone and refers calls to various departments; takes messages; responds to questions by the public or other County employees; works on election activities.

Other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of standard office practices, record keeping and office equipment and computer software.
2. Knowledge of County departments and operations.
3. Knowledge of Boone County purchasing guidelines.
4. Advanced knowledge of Boone County policies and procedures.
5. Advanced knowledge and understanding of Sunshine Law statutes.
6. Skill in organizing, scheduling and reviewing work.
7. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.
8. Advanced skill in technical writing.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, law enforcement agencies, Court employees, attorneys and members of other entities.

MINIMUM QUALIFICATIONS:

Bachelor's degree, preferably with concentration in English, History or Political Science and a demonstrated interest in local government.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.