



# CLERK of the Board JOB DESCRIPTION

Job Title: Clerk of the Board

Job Code: BC102

Pay Grade: 22

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: October 2013

## NATURE OF WORK

Under limited supervision, serves as Lewis County's Clerk of the Board and provides technical and administrative support to the County Commissioners; prepares and maintains all official minutes and records of the Board of County Commissioners; and performs a variety of accounting duties.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Serves as Executive Assistant and provides highly confidential support to the County Commissioners
- Serves as liaison to elected officials, directors, management personnel, staff, public agencies, and the general public on behalf of the Board of County Commissioners (BOCC).
- Coordinates and schedules meetings with elected officials, department heads, staff, outside agencies, and citizens; assist with maintaining the Board's weekly calendar
- Responsible for implementing office policies and procedures
- Tracking of tasks assigned by the BOCC to Departments under the Board.
- Serves as the County's Public Disclosure Officer; receives, processes, and maintains all public disclosure requests filed with the County; duplicates records including CD's, copies, and/or other recordings on file
- Monitors and verifies responses are provided in an accurate and timely manner by relevant County departments; coordinates with the Prosecutor's Office for advice on disclosure issues as required
- Maintains BOCC Office compliance of the OPMA laws, bid laws, and any other RCW & WAC's under the BOCC.
- Prepares resolutions as action items for the BOCC agenda; drafts press releases; solicits for vacancies on various committees overseen by the BOCC
- Hires, trains, supervises, and evaluates the performance of assigned personnel; prepares payroll and tracks staff annual leave accruals
- Administers the human resources function for the BOCC as required; maintains Directors' personnel files and tracks Directors' leave.
- Directs departmental recruiting activities; prepares recruiting advertisements; receives, processes, and screens employment applications; coordinates job interviews; notifies applicants of job status.
- Develops and administers annual budgets for assigned funds; monitors revenue and expenditure; determines the need for quarterly budget amendments; oversees voucher payments.
- Proofreads documents for accuracy and completeness prior to submittal to the BOCC for signature; attests to official documents signed by the BOCC; provides certification as required.
- Attends all BOCC meetings requiring permanent record; creates records of proceedings for meetings, hearings, workshops, and special meetings; prepares minutes for those meetings
- Publishes legal notices for County departments; tracks resolutions and legal notices; sends out related invoices to appropriate departments.

- Establishes and maintains the County Ordinance log and assigns Ordinance No's as needed and Affidavit of Publication Log for all County items published; verifies information is published in accordance with applicable regulatory requirements.
- Participates in coordinating bid processes; compiles bid documents; monitors and verifies compliance with established public bidding procedures.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers.

**EMPLOYMENT STANDARDS:**

Associate's Degree in Public Administration, Business Administration, or a closely related field; AND five (5) years executive assistant experience.

A Notary Public License and a valid Driver's License are required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies, procedures, ordinances, and resolutions.
- Regulations governing legal publication, public disclosure, and public bidding activities.
- WAC and RCW rules pertaining to Clerk of the Board duties.
- Departmental records, reports, and documentation.
- Records management principles and standards.
- Basic principles and practices of accounting.
- General office equipment and standard computer software applications.

**Skills in:**

- Serving as the County's Clerk of the Board and providing support to County Commissioners.
- Preparing correspondence, agenda items, meeting minutes, and legal notices.
- Coordinating the publication of meeting minutes and legal notices.
- Maintaining board calendars, coordinating meetings, and booking travel arrangements.
- Performing a variety of accounts payable/receivable and payroll functions.
- Establishing and maintaining effective working relationships with outside agencies and County officials, departments, and personnel.
- Communicating effectively verbally and in writing.