

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Clerk to the Board/Assistant to the County Manager **Class** : Paraprofessional
Department: County Manager's Office **FLSA** : Non-exempt
Revised : April 2010

This job description supersedes any prior description for the Clerk to the Board/Assistant to the County Manager classification.

GENERAL DESCRIPTION

Work involves a variety of administrative functions in assisting the County Manager and the Board of County Commissioners in carrying out the department's activities; creates, coordinates, and maintains a permanent record of Board actions including historical and current official records; researches, interprets, and analyzes various reports; and assures that legally required Board operational processes and procedures are followed. Position is the official, legally accountable, duly sworn Clerk to the Board of County Commissioners. There is considerable contact with County Commissioners, other governmental officials, department directors, employees, the news media, and the general public in explaining policies and procedures and in responding to requests for information and services. Work is performed primarily independently and requires the exercise of considerable judgment and independent action. Supervises and delegates the work of the Administrative Secretary V. This position is hired by the County Manager who daily supervises and reviews work by analysis of activities accomplished and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Performs administrative duties for the County Manager; composes, edits, prepares oral and written reports; serves as Clerk to the Board of County Commissioners; prepares agendas for Board meetings; gathers information for agenda packets; and notifies Commissioners, County staff, the news media for required meetings notices and advertisements, and other parties of the dates and times of Board meetings.

Attends Commissioner's meetings, hearings, and workshops and composes a complete and accurate account of all actions taken by the governing body; records, transcribes, and indexes meeting minutes as a historical account for public inspection.

Sends follow-up correspondences to notify individuals and departments of actions required by the Board; notifies the news media and the general public of Board actions in response to inquiries or as appropriate.

Responsible for the County seal and the retention of official County records including meeting minutes, ordinance books, records of County appointed boards and committees, resolutions, contracts, agreements, and leases in accordance with the North Carolina General Statutes.

Prepares letters of committee and board appointments, reappointments, and appreciation.

Prepares official copies of documents including ordinances, resolutions, and meeting minutes as adopted by the Board; certifies legal documents on behalf of the County.

Prepares legal advertisements and must have knowledge of the North Carolina General Statutes dealing with same in order to assure actions taken by the Board of County Commissioners are valid.

Administers the oaths of office that are required of other elected and appointed county officials.

Answers inquiries and conducts follow-up investigations and reviews of citizen concerns as directed by the County Manager.

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Ensures public access to County records as required by State public records laws; provides guidance to others on the Public Records Act and Open Meetings Law.

Coordinates appointments, meetings, and travel schedules and arrangements including hotel, airline, and car rental reservations for the County Manager and the Commissioners; reserves meeting spaces, equipment, and materials, and provides refreshments, etc. as requested.

Edits resolutions, proclamations, ordinances, contracts, and legal notices and ensures proper content and format.

Researches information as directed by the County Manager for staff projects and the County Commissioners.

OTHER JOB FUNCTIONS

Performs other duties as assigned.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of office techniques, practices, and procedures.

Knowledge of various personal computer applications.

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

Thorough knowledge of relevant state and county laws, rules, regulations, procedures, and policies including the State Open Meetings and Public Records Laws.

Ability to compose a variety of correspondences, reports, forms, etc. using prescribed formats and proper grammar and punctuation.

Ability to assemble complex documents and to establish and maintain a variety of moderately complex files.

Ability to plan and organize work flow and to coordinate activities.

Ability to analyze, interpret, recommend, and implement policy and procedural guidelines and answer questions independently and resolve problems.

Ability to understand, interpret, and explain the North Carolina General Statutes to the public, county officials, department directors, and the media.

Ability to exercise sound judgment and discretion in handling difficult situations and making decisions.

Ability to supervise and direct the work of other employees.

Ability to establish and maintain effective working relationships with the public, state and county officials, department directors, the news media, and fellow employees.

Ability to communicate effectively, both orally and in writing, with the proper use of tact, judgment, and empathy.

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PHYSICAL REQUIREMENTS

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, or related field and two years of responsible administrative experience; or an Associate's Degree from an accredited college or university in Public or Business Administration or related area and four years of responsible administrative experience; or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities to perform the job. Must be a certified notary public or have the ability to obtain certification. Must be a current North Carolina Certified County Clerk or have the ability to obtain certification. Experience in a relevant local government position is preferred.

**This job description does not create an employment contract,
implied or otherwise.**