

COUNTY OF SOLANO
CLASS SPECIFICATION
CHIEF DEPUTY CLERK

CLASS SUMMARY

Records and authenticates the actions of the Board of Supervisors; plans, organizes and supervises the support functions of the Clerk of the Board of Supervisors including agenda preparation and distribution, minutes and Board records; plans, organizes and manages the clerical and administrative support activities within the County Administrator's Office; serves as a member of the department's management team.

DISTINGUISHING CHARACTERISTICS

This classification is characterized by the responsibility for recording and authenticating the official actions of the Board of Supervisors including supervising Board support operations, developing and administering systems for maintenance of official Board records, and processes ordinances and changes in the Solano County Code. An incumbent in this class may have responsibility for planning, organizing, coordinating and managing clerical and administrative activities of the County Administrator. This position regularly requires a high degree of initiative, independent judgment, tact and discretion in dealing with elected officials, representatives of other public and private agencies, County staff at all levels and the public. This class is distinguished from other clerical supervisory/management and secretarial classes, in that the level of responsibility for the functional and technical knowledge of official records, reports and other information and the execution of administrative detail for the Board of Supervisors.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the County Administrator.
- May exercise supervision over lower level administrative/clerical staff.

ESSENTIAL DUTIES

This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Coordinates the preparation of and reviews/edits the Board Agenda; attends all Board of Supervisors' regular and special sessions and committee meetings by transcribing their proceedings, makes entries in the minutes, ordinances and resolution books; enters all decisions on questions placed before the Board; records and enters the vote of each member; authenticates each ordinance by signing and affixing the County seal to each ordinance passed by the Board.
- Prepares orders, resolutions, legal notices and correspondence based on actions of the Board for publication in accordance with statutory requirements; distributes copies of minutes, ordinances and resolutions to County departments and other interested parties; oversees the indexed records; plans, organizes and supervise the clerical operations ensuring proper filing and distribution of Board actions. Accepts and files environmental reports for various entities with the County, issues receipts and forwards monies collected to the Auditor-Controller's Office.

- Develops and administers systems, procedures, practices and work methods to coordinate the flow of work including researching, analyzing and recommending automation projects; plans and directs the organization, maintenance and disposition of files and records, correspondence, resolutions, ordinances, policies, and other official and confidential data.
- Oversees the Assessment Appeals process; prepares Assessment Appeals Application Forms and Information Booklets to be duplicated; fills public requests for County Assessment Appeals Application Forms; accepts and files returned applications; sends notices to individuals informing them of date set by Board to hear their appeal; notices the public if hearing has been changed per their request; prepares the Assessment Appeals Board Agenda and Packets for the Board, County Counsel, Assessor and Deputy Clerk; distributes copies of backup (stipulations and letters) to the Assessor; inputs data of Board's action and approved value on the database; prepares minutes of the Assessment Appeals Board; files backup material from the packets after each item has been acted on: answers questions relating to the appeals process; prepares claims for members of the Assessment Appeals Board: coordinates attendance of the Assessment Appeals Board.
- Handles information of a controversial and confidential nature which may have County- wide implication; screens telephone and office callers and refers callers when appropriate; furnishes the public with information requested; resolves problems and complaints; reviews and prioritizes routing of written and verbal communication based on content; arranges schedule of appointments, meetings and conferences.
- Gathers, assembles and/or condenses background information material: composes and prepares complex correspondence and reports; may research and compile data for special projects; composes general or routine correspondence and determines whom to notify of an official action and/or regulation/law changes; monitors legislative activities as they relate to area of responsibility.
- Provides assistance and advice to representatives of other departments, agencies, employee organizations, community groups and the public regarding items presented to the Board of Supervisors as required; tracks pending legislative developments, reviews and suggests departmental actions based on new legislation.
- Reviews procedures, practices and work methods to increase effectiveness and efficiency of operations; coordinates the flow of work, as well as assigns functional responsibilities and individual duties; establishes and ensures maintenance of central and specialized files; serves as a resource on clerical procedures and activities; assists others in organizing and evaluating work processes; assists in automating manual systems by providing technical assistance on clerical operations and user needs.
- Prepares and monitors the division budget; researches reviews and approves all major purchases for the division.
- Performs supervisory duties to direct reports in clerical classes such as: assigning work and planning and scheduling staff's work activities and deadlines; establishing standards for acceptable work products and evaluating performance; interviewing and hiring; providing career development mentoring and recommending training; ensuring that staff is properly

trained and that they are scheduled for or have received required training or needed formal training; proposing disciplinary actions; reviewing and approving timesheets and requests for leave; and communicating, supporting and enforcing County and department policies and procedures including those related to equal employment opportunity and to safety.

- Provides training to staff, County departments, and public and private agencies in the procedures and processes of the Clerk of the Board.
- May be assigned additional clerical administrative and supervisory responsibilities; or other duties as required in support of the Board of Supervisors and County Administrator.

EDUCATION/TRAINING AND EXPERIENCE

Experience:

Four (4) years of progressively responsible secretarial and/or office management experience in a public or private agency which includes responsibility for performing complex clerical work for an executive officer of an organization or governing board similar to those duties listed above. Two (2) years of experience must have been in a California City or County as Clerk of the Board, or progressive experience working in a similar type of office.

Education/Training:

High School Graduate or GED Equivalent. Training in contemporary office practices, procedures, and proficient in word processing and spreadsheet systems.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Thorough knowledge of the principles, practices and procedures of office administration including records management procedure development, composition of business correspondence and document formatting, public contact techniques.
- Functions and responsibilities of the Board of Supervisors and Clerk of the Board.
- Procedural requirements governing the recording and authentication of actions taken by the Board of Supervisors.
- Knowledge of conducting public meetings subject to the Brown Act.
- Knowledge of Robert's Rules of Order.
- Knowledge of administrative communication methods and practices.
- Local government operation and programs.
- Organization, policies and administrative procedures.

- Data collection, evaluation and presentation techniques.
- Knowledge of supervisory practices, administrative communication methods and practices
- Some knowledge of staffing analysis techniques and basic budgetary practices and terminology.
- Clerical work methods.
- Legal newspaper advertising.

Skill and/or Ability to:

- Use initiative and independent judgment within established procedural guidelines; develop and implement improved office procedures and technology; organize own work, set priorities and meet critical deadlines.
- Operate office equipment including a personal computer, copy and fax machines and printers.
- Perform a variety of difficult clerical and routine administrative tasks requiring the exercise of independent judgement.

Gather, process and preserve official records in accordance with statutory regulations and develop and implement operational procedures for record-keeping. Accurately record and transcribe the proceedings of the Board meetings.
- Comply with the laws and regulations governing the recording and authentication of actions taken by the Board of Supervisors.
- Research regulations and procedures and/or technical reference materials.
- Interpret, apply and explain applicable laws, codes and regulations; train others in policies and procedures related to the work.
- Supervise the work of others engaged in clerical support activity.
- Evaluate unusual situations and resolve through application of County/departmental policy/procedures.
- Coordinate the flow of information/communication to and from the executive, communicate effectively with executive officials, executive level management and the public.
- Deal successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Establish and maintain effective working relationships with persons contacted during the performance of duties.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS

- Driver's License: Possession or ability to obtain a valid Class C California driver's license may be required.

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action.

SUPPLEMENTAL INFORMATION

- Positions allocated to this class are exempt from the provisions of the County's Civil Service ordinances.
- Incumbents are hired and retained at the discretion of the appointing authority.
- This classification is exempt from Fair Labor Standards Act (FLSA) status.
- Incumbents may be required to work outside normal business hour, and independent travel may be required.

PHYSICAL REQUIREMENTS

- Mobility and Dexterity: Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling (e.g., sense of touch), and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer screen, read, etc. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Positions in this class also require employees to have depth perception in order to operate motor vehicle.
- Hearing/Talking: Positions in this class require the employees to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS

- Office Work: Employees in this class will most often be working in an office setting.
- Traffic Hazards: Employees in this class may be required to operate a vehicle and thus will be subject to traffic hazards while driving.

OTHER REQUIREMENTS

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index, and criminal checks in any city/county where the applicant has live, worked or gone to school.
- **Independent Travel:** Incumbents may be required to travel independently, for example, to present training, to attend meetings with other County employees, to attend meetings with community organizations, etc.



Director of Human Resources

- Date Approved by the Director of Human Resources: 02/2005
- Date Class Title added to the Listing of Classes & Salaries by the Board of Supervisors:
2/8/2005
- Date(s) Revised: October 2018
- Class Code: 185070