

DEPUTY CLERK TO THE BOARD

DEFINITION OF WORK

Employee in this classification performs highly responsible clerical, administrative, and coordinative responsibilities in support of the Clerk to the Board and the Board of Commissioners for the County. Employee in this class is also responsible for performing a wide variety of administrative functions in assisting the Clerk to the Board and the Board of Commissioners for the County. Work involves assisting in the creation and maintenance of permanent records of Board actions and maintaining historical and current official records. Work also involves researching various topics in support of Board activities and public inquiries. Work includes the application of judgment and the coordination of work with others. The employee has input in the development of office management and calendaring systems and establishes administrative functions and routines within the assigned area or project. Work requires discretion and application of administrative and office management skills; often work requires the use and handling of confidential information. Work is supervised by the Clerk to the Board, and is reviewed through conferences, observations, review of completed work, and overall flow of information and work projects completed.

EXAMPLES OF WORK

Employee maintains applicant list and membership rosters for Board of Commissioner appointed advisory boards; advises advisory boards of upcoming vacancies; prepares agenda items for advisory board term expirations/vacancies for Board of Commissioner nominations and appointments; notifies appointees and requests acceptance of appointment; informs advisory board of new appointees; coordinates Board of Commissioner recognition for advisory board members. Employee notifies staff liaisons for boards, committees, agencies on which Board members serve; maintains the Board of Commissioners' scheduling document for all meetings, and updates annually for any new liaison appointments. Work requires the employee to work in conjunction with the Clerk to the Board to maintain the Board of Commissioners' calendar and to keep Board members informed of appointments and appointment changes; responds to all citizen inquiries, questions, and complaints and forwards and tracks the deposition of each request; secures a Board member to attend all Fayetteville-Cumberland County Chamber of Commerce ribbon cuttings; calls the initial meeting of and works with a planning committee to coordinate the County's participation in the National County Government Month and questions prepares agendas for Board of Commissioner committee meetings; gathers information for agenda packets, notifies Commissioners and other staff; transcribes committee meeting minutes as the official record and legal evidence of what the activities of each committee; handles all travel of Commissioners; prepares the annual Board of Commissioner-appointed advisory board appointment report for the Secretary of State's Office; attends all Board meetings and hearings; assists in recording, publishes and indexing the official minutes; assists in any follow-up correspondence to notify departments and others of the actions of the Board; assists the general public, County officials, and other departments by providing and interpreting a wide variety of information on the general operations and procedures in County government; performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a community college with an Associate degree in business or public administration, or related degree and three years of advanced level administrative experience; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of the organization and functions of the Board and County government; considerable knowledge of office and administrative functions, policies, and procedures; considerable knowledge of the application of office technology including knowledge of word processing, PDF, and spreadsheets; considerable knowledge of standard modern office administrative practices, procedures; and of the principles of grammar, spelling, and composition; working knowledge of the organization's budgeting, purchasing, and personnel practices; ability to take notes of official meeting proceedings and to prepare accurate minutes reflecting the actions taken; ability to organize and plan work to meet deadlines; ability to develop and maintain a variety of productive and cooperative work relationships external and internal to the County; ability to research, interpret, and compile records, reports, and a variety of data into required formats or established forms.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with working in an office environment.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of reaching, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work 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.

Must possess the visual acuity to prepare data and statistics, to work with accounting processes, to operate a computer terminal, and to perform extensive research and reading.