

JOB DESCRIPTIONS

CLERK TO THE BOARD OF COUNTY COMMISSIONERS FOR THE STATE OF NORTH CAROLINA

General Statement of Job

This position is the official, legal accountable, Clerk to the Board of County Commissioners and must be appointed and duly sworn into official public office. This position is a part of the Management or Administrative Team with the County Manager, Assistant County Manager (s) and the County Attorney. Work involves creating, coordinating, and maintaining a permanent record of Board actions including historical and current official records; researching, interpreting and analyzing various reports and activities; and assuring that legally required Board operational processes and procedures are followed. The position requires that use of considerable judgment and independent action and may include the delegation of work to others. Work requires a high level of discretion and often requires the use and handling of confidential information. The Clerk to the Board is responsible for responding to requests from the general public, the news media and County employees for information and/or services.

Specific Duties and Responsibilities

Essential Job Functions

Serves as Clerk to the Board of County Commissioners, including preparing agendas for Board meetings, gathering information for meeting agenda packets, and notifying Commissioners, appropriate County staff, news media, and other interested parties of dates and times of Board meetings; attends Board meetings, hearings, workshops, etc., and composes a full and accurate account of all actions taken by the governing body. May also prepare full and accurate minutes for other County boards and committees as required. Indexes and prepares minutes as historical account for public inspection; prepares follow-up correspondence to notify departments and/or individuals of actions required by Board; informs news media and/or general public of Board actions in response to inquiries or as otherwise deemed appropriate.

The Clerk to the Board is officially responsible for the County seal and retention of official records including minutes, ordinance books, records of County-appointed boards and committees, resolutions, contracts, agreements, and leases, etc., in accordance with the North Carolina General Statutes; prepares official copies of documents including ordinances, resolutions and meetings minutes as adopted by the Board; certifies legal documents on behalf of the County. The Clerk is responsible for legal advertisements and must be familiar with the General Statutes that deal with advertisements in order to assure the validity of actions taken by the Board of Commissioners.

The Clerk must keep up to date information on all County Board and Commission appointments, bringing to the Board's attention the appointments that need to be made. If advertisements or interviews are required, the Clerk is responsible for these arrangements as well as the preparation of letters of appointment, reappointment and appreciation.

The Clerk to the Board is a sworn official taking an oath of office, and may administer the oath of office that is required of other elected and appointed county officials.

The Clerk answers inquiries, providing information based on considerable knowledge of County programs and activities; ensures public access to County records as required by state public records laws and receives and follows up on complaints pertaining to County services. The Clerk must be able to answer questions intelligently, and/or direct the public to information about the functions of all other levels of government--municipal, state and federal.

Schedules and coordinates meetings for Commissioners and other officials as necessary, ensuring availability of rooms, equipment, materials, refreshments, etc., as requested or otherwise deemed necessary. Handles scheduling and travel arrangements including hotel, airline and car rental reservations.

Utilizes various computer software programs including word processing, spread sheet, and file maintenance programs to enter, store, and/or retrieve and format information as requested or otherwise necessary.

Composes a variety of detailed reports, resolutions, proclamations, ordinances, contracts, legal notices, etc., in addition to the minutes, assuming responsibility for content and format; summarizes data in preparation of standardized reports.

Performs research for County Commission and staff projects and prepares oral and/or written reports as requested.

Performs other related work as required by the Board of Commissioners.

Minimum Training and Experience

Four year degree or an associate's degree in public administration, finance, business or related field with at least 2 years of experience in administrative work; or an equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

Minimum Qualifications of Standards Required To Perform Essential Job Functions

Interpersonal Communications: Must be able to communicate with tact, judgment, empathy, energy, and a good sense of humor, utilizing strong organizational skills. The Clerk receives instructions, assignments, and/or direction from multiple supervisors including all board members, and gives assignments, instructions and/or directions when in a supervisory role over deputy clerks or other staff.

Language Ability: Requires the ability to listen to extensive discussions and provide a concise summary of all pertinent data, including all legal and historical aspects. Requires the ability to read and prepare a variety of correspondence, reports, forms, newsletters. Budgets, etc. using prescribed formats and assuring that such documentation are correct in form and style. Must be able to speak to people with poise, voice control and confidence.

Numerical Aptitude: Requires the ability to utilize mathematical formulas and basic mathematical principles in an accurate and timely manner.

Interpersonal Temperament: Requires tact, judgment, empathy, organizational skills, energy, and a good sense of humor, and the ability to deal with a wide range of personalities and people from varied socio-economic backgrounds. Must be adaptable and able to perform under stress and when confronted with persons acting under stress.

Knowledge, Skills and Abilities

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

Thorough knowledge of the North Carolina General Statutes and of local ordinances governing the responsibilities of the County Clerk and County government in general.

Thorough knowledge of State open meetings and public records laws.

Thorough knowledge of computer programs including word processing, spread sheet and file maintenance programs.

Thorough knowledge of grammar, punctuation, syntax and spelling with the ability to compose effectively.

Thorough knowledge of administrative practices and procedures.

Working knowledge of the principles and practices of supervision and modern office procedures. Must possess exceptional organizational skills.

Skill in planning and setting up meetings.

Skill in making scheduling and travel arrangements and decisions, including knowledge of hotel, airline, and car rental agency procedures.

Ability to effectively express ideas orally and in writing, including composing accurate minutes, reports, and correspondence.

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

Ability to exercise initiative and independent judgment in the application of standards to a variety of work situations and to organize and plan work to meet deadlines in a variety of situations.

Ability to exercise considerable tact and courtesy in frequent contact with public officials, news media representatives, and the general public, including irate citizens.

Special Requirements

Must be a certified notary public or have the ability to obtain certification. Must be willing to attend and successfully complete courses at the School of Government (SOG) of The University of North Carolina at Chapel Hill that apply toward certification by either the International Institute of Municipal Clerks (IIMC) as a Certified Municipal Clerk, or the SOG as a North Carolina Certified County Clerk. Be willing, once certified, to meet the requirements for entry into IIMC's Master Municipal Clerks Academy and progress toward receiving the Master Municipal Clerk designation, or meet the requirements for obtaining the SOG's North Carolina Master County Clerk designation. (Amended 3-29-2014)