



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Deputy County Clerk</u>	NEW: <u>X</u>	REVISED: <u> </u>
<small>(Please check one)</small>		
REPORTS TO: <u>County Clerk</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>County Clerk</u>	JOB CODE: 600	

DEFINITIONS:

With limited supervision, records the proceedings of all official County Commission meetings; researches County records; coordinates the Commission Agenda; maintains County public records.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Prepares County Commission orders and Commissioner packets; sets up room used for County Commission meetings; attends all County Commission meetings, public hearings, budget hearings and required work sessions; coordinates with the Auditor’s Office to ensure specific documents have received proper approval and certification; serves as reference for County Commission.

Schedules agenda items for County Commission meetings; explains proper procedure, formats the necessary documentation for appearance before or submission of a request to the County Commission; generates, sends, and posts notices/agendas as needed; clarifies the official action taken during the Commission meetings; prepares and posts the minutes on the County website.

Receives requests for information related to actions of the County Commission; responds to all official public requests for public information in accordance with state law; locates all documents and records requested for the public; maintains file for requests.

Obtains and stores all documents submitted for the official public record; compiles and updates the Commission Order log, public record log, and yearly major files; files and stores all road/sewer NID easements and agreements and all County bid files; contacts entities for agreements/contracts and budget hearings.

Answers the telephone and refers calls to various departments; takes messages; responds to questions by the public or other County employees; works on election activities.

KNOWLEDGE AND SKILL:

1. Good knowledge of standard office practices, record keeping and office equipment and computer software.
2. Good knowledge of County departments and operations.
3. Good knowledge of Boone County policies and procedures.
4. Good knowledge of Boone County purchasing guidelines.
5. Skill in organizing, scheduling and reviewing work.
6. Skill in the use of a personal computer.
7. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

MINIMUM QUALIFICATIONS:

High school diploma or GED and three years secretarial/office management experience; ability to type 60 wpm.

APPROVALS:

Department Director: _____ Date: _____

(Signature)

HR Director: _____ Date: _____

(Signature)