

CLASS CODE: 410203
PAY GRADE: 16
UNIT: Clerical Excluded
FLSA: Non-Exempt

ASSISTANT COUNTY CLERK

Distinguishing Features Of The Class:

Under general supervision of the Second Deputy Auditor, serves as Assistant County Clerk /custodian of the official records for the County Board of Supervisors in accordance with the Iowa Code requirements. Responsibilities include preparing agendas for Board meetings, gathering information for meeting agenda packets, and notifying appropriate staff/other interested parties in the dates/times of meetings; attends Board staff meetings, hearings, and other informal meetings; composes a full accurate account of all actions taken/items discussed; prepares follow up correspondence; serves as back up to the Second Deputy Auditor for clerking of official weekly Board meetings. Assists in maintenance of official records for the Board of Supervisor including receipt, coordination, preparation, and retention of all historical/current Board actions; prepares electronic official records with indexing/cross-references. Serves as confidential secretary to the elected Auditor, First Deputy Auditor, and other key officials within the department; processes liquor/beer applications and tobacco permits; prepares applications for Board action. Work requires a high level of discretion/ requires the handling of confidential information. Serves as back up to the Second Deputy Auditor and clerical positions within the department such as Property Description Clerks/Election Clerks. This is a single incumbent classification assigned to the Auditors' Office.

Illustrative Examples Of Work:

1. Assists in the maintenance of the official records for the Board of Supervisors with responsibility for receipt, coordination, preparation, and retention of all historical/current official Board records; maintains a permanent record of all Board actions in accordance with the Iowa Code requirements including minutes, agendas, ordinances, records of appointments to committees, resolutions, contracts, agreements, leases, bids, bonds, and special assessments; operates personal computer to place agenda items/official documents into electronic format, indexes, cross-references, and files documents; prepares official copies of documents as adopted by the Board; submits records for placement on the internet; submits records to the State.
2. Serves as a Clerk to the Board of Supervisors for staff meetings, hearings, workshops, and other informal meetings; serves as back up to the Second Deputy Auditor for clerking of official weekly Board meetings; prepares/publishes agendas,

gathers information for meeting agenda packets, and notifies appropriate staff, public, and the media of dates/times; schedules/coordinates meetings, ensures availability of rooms, equipment, and materials; observes public meeting notice requirements for publication of meeting agendas.

3. Attends staff meetings/other informal meetings as assigned; takes notes and operates/monitors audio recording equipment to record official actions; reviews notes/ tapes to prepare official minutes; prepares transcripts, certified excerpts of minutes, records, and associated correspondence; ensures documents are in proper form for public recording; prepare follow up correspondence; copy/distribute minutes.
4. Serves as confidential secretary for the elected Auditor, First Deputy Auditor and other key officials; prepares, proofreads, and generates confidential correspondence, memorandums, statistical reports; maintains records/prepares reports relating to office activities; schedules appointments/arranges for meetings; fills in for other office staff including Property/Election Clerks as required; conducts special studies as directed.
5. Prepares alcohol/beer applications and tobacco permits; prepares applications for Board approval; submits to State for licensing.
6. Computes/collects fees for licenses, permits; handles petty cash; reconciles cash with transactions/prepares daily deposits; may assist in processing payroll/maintaining personnel records.
7. Performs related duties as may be required.

Required Knowledge, Skills, And Abilities:

- Considerable knowledge of modern office equipment, procedures, and practices.
- Considerable knowledge of business English, spelling, punctuation, and grammar.
- Considerable knowledge of personal computer systems, audio recording, and transcription equipment.
- Considerable knowledge of State open meetings/public record laws.
- Knowledge of records and information management equipment/systems.
- Knowledge of County organization, policies and practices.
- Knowledge of the operating procedures, policies, and standards of the Auditor's Office.
- Skill in use of personal computers including proficiency in word-processing, spreadsheet, and database programs.
- Ability to maintain complex electronic records/files including cross referencing/indexing.
- Ability to accurately record minutes/transcribe mechanical dictation.
- Ability to type 60wpm.
- Ability to effectively express ideas orally and in writing, including composing accurate minutes, reports, and correspondence.
- Ability to listen to extensive discussions and provide a concise summary of all pertinent data, including legal/historical aspects.

- Ability to prepare a variety of correspondence, reports, forms using prescribed formats.
- Ability to discretely manage confidential information.
- Ability to establish/maintain effective working relationships with other County employees, the Board of Supervisors, Public officials, department heads, representatives of other governmental agencies, and the general public.

Training And Experience:

- High School graduate or equivalent and supplemental training in business, secretarial, office management or related field, and
- Three years of progressively responsible secretarial/administrative experience including one year in record management, or
- Any equivalent combination of training and experience that will have provided the required knowledge, skills and abilities.

Special Requirement:

- A criminal background check may be required.

Adopted: 12/2/03
Revised: 7/1/06
Revised: 10/13/08