

Department: Clerk of The Board

SPEC DISK F2

Classification: Competitive

DOCUMENT 82

Grade: 7 (35 Hour Union Scale - Non-Union Position)

**ADMINISTRATIVE AIDE TO THE CLERK OF THE BOARD**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the performance of a variety of clerical and routine administrative duties within the Clerk of the Board's office. Work is performed under general supervision with leeway allowed for independent decision regarding the application of department policy and procedure. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative only)**

Acts as secretary to the Clerk of the Board;  
Conducts correspondence on matters where policies and procedures are defined;  
Schedules and makes appointments for the Clerk of the Board or members of the Board of Supervisors;  
Assembles a variety of data from office records for incorporation in various reports;  
Maintains budget control data, figures and statistical data for the Clerk of the Board's information purposes;  
Provides routine information to the public and/or other agencies on request and by direction of the Clerk of the Board;  
Assist in the preparation and recording of Board of Supervisors minutes, resolutions, committee reports and other such information which the Clerk of the Board deems appropriate for the public record;  
Processes checks, claims, vouchers, receipts, and code and file requisitions;  
Maintains attendance records of office employees;  
Uses automated office equipment for the purpose of maintaining office records and compiling reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of department policies and procedures; Good knowledge of office terminology, procedures and equipment; Good knowledge of business English and simple arithmetic; Good knowledge of maintenance of financial accounts and records; Ability to use automated office equipment; Ability to understand and apply written and oral directions; Ability to meet and deal with the public; Ability to maintain confidentiality; Clerical aptitude; Initiative and resourcefulness; Tact, courtesy, and integrity; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: *Either:***

- A. Graduation from high school or possession of a high school equivalency diploma and three(3) years of full time paid, or its part time equivalent, clerical work experience; OR
- B. Five (5) years of full time paid, or its part time equivalent, clerical work experience; OR
- C. An equivalent combination of training and experience as indicated in A and B above.

NOTE: Post secondary education in business administration, secretarial science or similarly related field may be substituted for up to two (2) years general experience (thirty credit hours equals one year general experience).

Spec written: September 7, 2007 (Pending Board Creation)