

Code: 7310

Title: DEPUTY CLERK OF THE BOARD-UNCLASSIFIED

SUMMARY: Performs administrative work, in accordance with Arizona Revised Statute 11-241, assisting the Clerk of the Board in the supervision and direction of the preparation and maintenance of official records of all actions and proceedings of the Board of Supervisors. This is appointed, unclassified and exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Assists the Clerk of the Board in the over-all direction and coordination of the functions and activities of the office;

Oversees the recording, distribution and preservation of records pertaining to the official action of the Board of Supervisors;

Coordinates and administers the activities of the Board of Equalization;

Functions as the Clerk of the Board in the absence of the appointed official;

Assists in the planning, administration and management of the office;

Conducts research and prepares reports and memoranda;

Assists in the preparation and monitoring of the office budget;

Monitors the day-to-day financial matters of the office such as contract renewals, purchases and petty cash fund;

Represents the Clerk of the Board at various county meetings, on committees, or at conferences;

Assists in the development of office policies, procedures and goals and participates in their implementation;

Answers inquiries concerning office policies, practices and procedures and applicable laws and regulations;

Provides input to and assists in the development and design of automated systems;

Supervises, trains and evaluates temporary and permanent staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- statutes, rules and orders governing the recording, storage and retention of actions taken by the Board of Supervisors;
- office administration, operating procedures and equipment;
- functions, structure and organization of county government;
- electronic data processing for record keeping.

Skill in:

- applying statutes pertaining to the recording of actions of the Board of Supervisors;
- assisting in the administration and supervision of an office;
- communicating effectively, both orally and in writing;
- coordinating the preparation of agendas and maintaining files and records;
- training, assigning and evaluating the work of others.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in public or business administration, office management, or a closely related field as defined by the appointing authority and one year of records management experience.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

10/01/89
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