

Code: 7415

Title: CLERK OF THE BOARD

**SUMMARY:** As required by the Arizona Revised Statute 11-241, the Board of Supervisors shall appoint a Clerk who shall under administrative direction of the Board of Supervisors or their designee perform work supervising and directing the preparation and maintenance of official records of all actions and proceedings of the Board of Supervisors. Responsible for directing and supervising the work unit involved in directly supporting the official meetings and actions 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.)

Supervises and directs the weekly preparation of the agenda for meetings of the Board of Supervisors;  
Directs the recording and distribution of minutes of all Board proceedings;  
Signs all resolutions and ordinances approved and adopted by the Board of Supervisors;  
Composes proclamations and resolutions;  
Supervises the recording of all Pima County Board of Supervisors Resolutions, decisions and proceedings as dictated by Arizona Revised Statutes;  
Directs the preservation of all records pertaining to the official action of the Board of Supervisors  
Answers questions and provides information to the public and county officials concerning meeting agendas, minutes and other items regarding Statutes, rules and publications of the County Board of Supervisors;  
Directs the recording of reports of the County Treasurer of the receipts and disbursements of the county;  
Directs and supervises the processing of Bingo, Fireworks permits and Liquor License applications in the County;  
Directs the recording of all orders levying taxes;  
Receives and directs the opening of county bids and documentation of the process whenever necessary;  
Oversees the development and operations of the Board of Equalization;  
Sits as Clerk for the Board of Equalization and other county boards;  
Maintains records and makes reports;  
Prepares financial reports and budgets for departmental activities;  
Supervises the preparation of certified copies of documents;  
Prepares and maintains current listings for Pima County Boards, commissions and committees and administers loyalty oaths.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- statutes, rules and orders governing the preservation and recording of actions taken by the Board of Supervisors;
- principles and practices of effective supervision and administration;
- office procedures and equipment;
- the function, structure and organization of county government.

Skill in:

- supervising and directing the activities of the Office of the Clerk of the Board;
- training, assigning and evaluating the work of others;
- following statutes pertaining to the recording of the actions of the Board of Supervisors;

- coordinating the preparation of the board agenda;
- communicating effectively, both orally and in writing.

DESIRED QUALIFICATIONS:

EITHER:

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

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

OR:

(2) Six years of experience performing records management, two of which were spent in a supervisory capacity.

OTHER REQUIREMENTS:

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

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

Pima County

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