



CLERK TO THE BOARD

Department: Multiple
Job Class #: 120900
Pay Range: General 21

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is highly responsible administrative support work for Pierce County. An employee in this classification is responsible to provide administrative support to various County Boards and Commissions and services to the public, elected officials, attorneys and other government agencies conducting business with the Board or Commission. Employees work with general supervision and exercise considerable use of independent judgment and initiative in interpreting or adapting guidelines, and establishing work procedures and priorities.

ESSENTIAL FUNCTIONS:

- Schedule meetings for the Pierce County Planning Commission and Boundary Review Board; review materials for completeness; request additional information as required.
- Assure administrative support procedures comply with applicable State laws and County code provisions.
- Receive correspondence and documents requiring Board or Commission action; review materials for completeness; request additional information as required.
- Provide information on the status of specific issues to the general public, elected officials, attorneys, Commissioners and Board members, and governmental agencies.
- Compile and assemble information on a variety of matters requiring action by the Board or Commission.
- Compose correspondence for all related hearings and meetings including meeting resolutions and hearing decisions.
- Prepare ordinances for County Council approval.
- Maintain accurate and detailed records, files and data.
- Research and analyze legislative action impacting the Board or Commission; prepare information and reports for review by officials.
- Provide formal testimony during court proceedings related to Boundary Review Board decisions.
- May assist in the preparation of the unit budget and monitoring of expenditures.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet the travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under general supervision and is

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reviewed by an administrative superior upon completion for thoroughness, accuracy, timeliness, and compliance with regulations, policies and procedures. This position is not responsible to supervise other employees.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Clerk to the Board typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- State, county, and departmental policies and procedures related to specific Board or Commission assigned.
- Administrative and general office practices and procedures.
- Basic accounting and arithmetic.
- Business English grammar, punctuation and spelling.
- Basic research methodology and sources.
- Requirements of Washington State law and Pierce County code regarding open public meetings; general practices and procedures of public meetings or hearings.
- General land use planning process and concepts.

Ability to:

- Plan, coordinate and schedule formal meetings or hearings.
- Accurately record meetings and transcribe related materials.
- Research, analyze, and interpret complex policies, procedures and governmental regulations or laws involving annexations, mergers, incorporations or extension of services.
- Work independently, prioritize work load, and meet deadlines.
- Accurately maintain detailed records, files and data.
- Use and operate various pieces of office equipment such as copier, calculator, word processor or computer, and transcription or recording equipment.
- Establish and maintain a harmonious work relationship with other employees, the public, elected officials, governmental agencies, and Board/Commission members.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.

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KNOWLEDGE, SKILLS AND ABILITIES: (continued)

- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY:

Three or more years of progressively responsible office support work. Additional education or experience may substitute for the recruitment requirements

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. Successful completion of a Pierce County background investigation may be required prior to employment.