



Title of Position: Clerk to the Council
Supervisor's Title: Chief of Staff
Pay Grade: Council Grade 26
Exemption Status: Non-Exempt
Positions Supervised: None
Creation/Revision Date: 12/21/2020
Job Code: 169900

PURPOSE OF POSITION: This position provides detail oriented administrative and/or legislative support of high complexity to the Council, Chief of Staff, and/or to Council Committees. This position is responsible for ensuring Council Office legislative and program compliance.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES/DUTIES:

1. Receives and reviews proposals for legislative processing from departments, staff, and outside agencies.
2. Prepares legislative proposals to move through Committee hearings and Council meetings; assigns proposal numbers and schedules proposal hearings.
3. Performs administrative duties, often of a highly sensitive and confidential nature, for the Council, Chief of Staff, and/or Council Committees.
4. Oversees the preparation and distribution of notices for, and assists in coordinating, Council and Special Committee meetings.
5. Attends Council and Special Committee meetings; drafts and attests to meeting minutes.
6. Oversees the preparation and distribution of memoranda, correspondence, legal notices, and other documents.
7. Certifies and attests to documents; serves as a Notary Public for the Council.
8. Acts as liaison to the Washington State Auditor
9. May serve as Legal Clerk, performing duties outlined in Pierce County Code 1.28.130 Ordinance, and/or Committee clerk as needed.
10. Filing and records system management, including laws related to overseeing maintenance of Council files and records, including Minutes, Resolutions and Ordinances.
11. Prepare Resolutions and Ordinances for Council including meeting agendas and notices
12. Research and analyze legislative actions impacting Council; prepare information for Council review
13. Maintain records, publish legislation and assure quality control of Council agendas, legislation and records
14. Performs other duties as assigned.

QUALIFICATIONS:

Required Experience:

- Six years of experience providing administrative or secretarial office support for middle or upper level management, a Board of Directors, or a governmental office.
- Four years of experience working in a public agency with direct service and support of elected officials through the legislative process is required.

Required Education:

- High School diploma or GED
- Associate degree in public or business administration preferred.

Professional Licenses/Certificates/Registration:

- IIMC - Certified Municipal Clerk required.
- Certified Notary Public, or obtains certification within 90 days of hire, required.

Knowledge and Skills:

- Advanced knowledge of legal procedures and regulatory requirements of codification.
- Highly detail oriented.
- Proficient application of codification standards.
- Thorough understanding of the Pierce County Code.
- Thorough understanding of the Legislative process, regulations, and Open Public Meetings Act.
- Knowledge of State, County, and departmental policies and procedures.
- Proficient application of Robert's Rules of Order and Parliamentary Procedures
- Proficiency with a variety of computer programs including Adobe Acrobat, Microsoft Outlook, Word, and Excel.
- Excellent written, verbal and listening communication skills with a customer-oriented approach.
- Excellent customer relations skills in a political office environment, including the ability to manage stressful situations.
- Excellent organizational skills and highly accurate and detailed oriented.
- Prioritizes work and handles a variety of complex tasks simultaneously.
- Manages multiple priorities and meets tight deadlines.
- Effectively interacts with the public and employees in a professional manner.
- Handles sensitive situations and confidential information with discretion.
- Certifies Council actions and other legal documents.
- Exercise independent judgement to accept, modify or deny scheduling requests.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- Work is performed in a typical office environment, requiring consistent operation of a telephone, computer, and other office equipment.
- This position requires walking, standing, and/or sitting for long periods of time.
- Physical requirements for this position include hearing, seeing, speaking, reaching, grasping, and repetitive motions.
- This position requires exerting up to 20 pounds of force occasionally and/or 10 pounds frequently to lift, carry, pull, or move objects.
- This position may be required to travel to attend meetings away from regular work site.
- May work flexible hours including evenings and weekends.

“This job description is a summary rather than a detailed list of the duties performed. The essential functions, knowledge, skills, abilities, and working conditions may change along with business needs. This job description does not constitute a contract between employer and employee. Office of the Pierce County Council provides reasonable accommodations to assist qualified individuals in order to perform the essential functions their job requires.”