

Market Range Detail - Clerk of Board Management Assistant

Effective Date

June 9, 2014

Market Range Title Description

FLSA STATUS: Non-Exempt

CLASSIFIED/AT-WILL: Classified

POSITION OVERVIEW

Positions in this market range title are responsible for performing the most advanced specialized administrative and technical duties in the department of the Clerk of the Board; providing a variety of research and support services related to the Board of Supervisors procedures, policies, etc.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level position in the series in which incumbents perform the more difficult and complex work assignments, are expected to work independently and have thorough knowledge of the protocol in the Clerk of the Board office.

ESSENTIAL JOB TASKS

(This is not an all-inclusive list of all job duties that may be required; employees will be required to perform other related duties as assigned. List in order of importance.)

- Assists in the preparation and distribution of agenda materials for BOS meetings.
- Analyze agenda language and supporting documentation for relevance, respond to problems and concerns related to the process and agenda product.
- Administer quality control analysis on all incoming statutory matters items.
- Analyze contracts and other supporting documents based on county policies and/or statutes, follow up with departments/elected officials and districts of missing or incorrect documentation.
- Interact with department heads regarding review of agenda items and provide recommendations.
- Provide consultation and professional assistance to county employees, citizens, department personnel, special district personnel, board or commission appointees and the general public regarding actions and related information relating to the BOS functions.
- Monitors Boards and Commissions information to track filled and vacant positions, notifying the BOS of vacancies that need appointees, monitoring appointment is made within required timelines, ensuring appointments are included on an agenda and consulting with legal counsel, reviewing statutes and policies to ensure compliance regarding appointment procedures.
- Regularly review statutes to ensure procedures are followed and update policies and procedures as appropriate.

Market Range

Minimum Hourly Rate

\$21.45

Midpoint / Hiring Maximum

\$24.49

Maximum Hourly Rate

\$27.52

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.

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Likely Minimum Qualifications

- Other combinations of education and experience may be considered in substitution for the minimum qualifications.
- Associate's Degree and two years of specialized experience interpreting policies, statutes or laws for the purposes of advising staff.

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