



Clerk of the Board

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	1/1/1900 12:00:00 AM
Working Title:	Clerk of the Board
Job Family:	Program
Classification:	Program Specialist

ORGANIZATION

Department:	County Commissioners
Cost Center/Program:	9011 - County Commissioners
Exemption Status:	Non Exempt
Union:	Not Represented

JOB SUMMARY

Positions in this classification serve in a supporting role as a resource for work teams handling multi-disciplinary or technically challenging projects and programs. Incumbents may act as a program liaison and provide support to program participants and outside entities regarding functions of the program; interpret, review and apply program specific policies, procedures and regulations; assess program needs; and assist in the development courses of action to carry out program activities.

A program is a specialized area with specific complex components and discrete tasks which distinguish it from the main body of an organization. A program is specific to a particular subject. The specialized tasks involve interpretation of policies, procedures and regulations, budget coordination/administration, independent functioning and typically, public contact. Duties are not of a general support nature transferable from one program to another. Performance of clerical duties is in support of incumbent's performance of specialized tasks.

Distinguishing Characteristics

This is the second level within a six level Programs series. This classification is distinguished from the next level within the series in that Programs Coordinators perform technical level work requiring program specific experience and may serve as a lead over other workers in a program. It is distinguished by providing specialized support work specific for the program and program participants. Positions at this level work under general supervision and plan and organize operations for programs such as the business enterprise, volunteer services and community resources, elections examination/administration programs. Incumbents oversee day-to-day program operations, function as a program representative and resource, have extensive contact with program participants and outside entities, and resolve problems within a delegated area of authority. Unusual problems, probable outcomes and solutions are presented to higher levels for resolution.

Under the direction of the assigned supervisor, the incumbent in this position provides administrative and technical support services to the Board of County Commissioners and County Administrator. Incumbent acts as advisor to the Board and Departments on matters of technical and legal compliance with state and local laws. Incumbent exercises considerable use of independent judgment and initiative in interpreting regulations and establishing work procedures and priorities. Incumbent acts in a lead capacity within their area of expertise and coordinates the work of others that may assist with assigned projects or responsibilities.

The incumbent performs a variety of highly responsible professional, confidential level work. The incumbent is responsible for maintaining Clerk of the Board functions in compliance with federal, State, and County regulations and procedures, performing complex and confidential functions for the Board of County Commissioners and County Administrator (CA). Responsibilities include support services, records management, assigned special projects, analysis and research, and enforcement of County administrative and departmental operational policies and procedures. The work significantly affects the coordinating efforts of other departments within the County. The incumbent arranges special meetings, public hearings, maintains record keeping system and processes Board actions.

This appointed position is at-will and the incumbent's continued employment with the County is at the discretion of the Board of County Commissioners. The appointment may be revoked at any time with or without cause and

without right to appeal. This position reports to the Assistant County Administrator and works at the pleasure of the Board as a body.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Board Meeting & Clerk of the Board Functions: Maintain and perform Clerk of the Board duties in compliance with federal, state, and county regulations. Manage centralized scheduling and coordination of all Board meetings (regular meetings, work studies, AM/PM briefings, and special meetings). Schedule and prepare agendas, agenda items, and supporting documentation. Attend meetings, take notes, and translate notes into formal minutes. Maintain minutes, documentation, and electronic recordings. Ensure timely recording and filing of Board minutes and documentation with the Auditor as required. Prepare legal notices for Board meetings and public hearings, including publication and correspondence. Compose resolutions and proclamations on behalf of the Board or County Administrator. Prepare and maintain permanent Board records. Coordinate with other County Departments and Offices on Board meetings and materials.	60%
Administrative & Executive Staff Support: Provide administrative and executive support to the Board of County Commissioners, County Administrator, and Assistant County Administrator. Perform confidential functions for the Board and County Administrator. Assist Commissioners and County Administration with research, agendas, presentation materials, policies, procedures, and scheduling. Interpret, implement, and ensure compliance with policies and procedures. Receive correspondence and documents requiring Board action and ensure timely follow-up.	10%
Public Inquiries & Communications: Research and respond to public and interagency inquiries on behalf of and at the direction of the Board. Prepare correspondence, notices, and responses for the Board.	10%
Records & Information Management: Organize and maintain records with historical or compliance significance. Ensure security, accessibility, and proper retention of critical records and information. Oversee records lifecycle from creation to disposal. Work with the State on permanent records management and comply with public records rules. Minutes management: create, distribute, and ensure appropriate retention. Follow policies and procedures related to records and information management. Assist with researching and retrieving emails, agenda files, document center items, hard-copy records, and Ilinx scanned documents. Ensure thorough, accurate, and timely response support for public disclosure requests.	20%

Required for All Jobs

• Performs other duties as assigned
• Complies with all policies and standards

This Job is Essential	☒
Report for duty on time and remain at work until the end of their scheduled shift even if an inclement weather event or emergency is declared. The employee assigned to this position is an "Essential Employee" under the Public Works Inclement Weather/Emergency Response policy.	

QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	
Associate's Degree	in a field closely related to the program, from a college or university accredited by an agency recognized by the US Department of Education.	Required	
Bachelor's Degree	in Public Administration, Business Administration, or related field.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
2 years	support experience closely related to the program.	Required	
2 years	support experience includes increasingly responsible specialized administrative experience in a public agency, governmental body, or similar regulated organization. Experience supporting executive-level staff, governing boards, or high-level committees, including preparation of official records, agendas, minutes, and related documentation.	Required	and
	Demonstrated ability to perform complex, confidential, and highly responsible administrative functions requiring discretion, sound judgment, and adherence to legal and procedural requirements.	Preferred	
	Knowledge of public meeting laws, policies, procedures, and controls, including compliance with federal, State, and County regulations governing public records, open public meetings, and administrative processes.	Preferred	
	Training or demonstrated knowledge of the Open Public Meetings Act (OPMA)	Preferred	
	Experience applying or administering the Public Records Act (PRA), including responding to records requests and ensuring compliant records handling.	Preferred	
	Knowledge of parliamentary procedure, such as Robert's Rules of Order, and experience supporting or coordinating formal public meetings.	Preferred	
	Experience using agenda management software, such as Agenda.Net or similar platforms, for meeting preparation, publication, and recordkeeping.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
DL NUMBER - Driver License, Valid and in State	Washington State	Upon Hire	Required	
	Notary Public		Preferred	
	Certified Municipal Clerk		Preferred	

Equivalency

Relevant work experience demonstrating required knowledge, skills, and abilities may substitute for educational requirements. Work experience is essential and cannot be replaced by additional education.

Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Terminology, laws, rules, regulations, and policies governing area of assignment	Medium
Knowledge of proper English grammar, usage and spelling	Medium
Skill in learning office practices and procedures	Medium
Skill in operating office equipment	Medium
Skill in following clearly stated oral and written instructions or procedures	Medium
Skill in establishing and maintaining effective working relationships as required by work assignments	Medium
Knowledge of basic accounting and mathematics	
Keyboarding skills (speed required may vary according to position assignment)	Medium
Word processing skills (knowledge of software programs varies according to position assignment)	Medium
Interpersonal and human relations skills	Medium

Organizational skills	Medium
Problem-solving skills	Medium
Customer service skills	Medium
Skill in prioritizing work load and adapting to changes in work load demand.	Medium

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:	
Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment	
Remote Employment Type:	
Remote Employment Text:	

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Running		
Jumping		
Climbing Ladder, stairs, stools	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	may periodically climb stairs
Balancing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Bending at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies and equipment
Twisting at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Stooping		
Slight bend at knees		
Squatting		
	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting		
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down		
Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs		
Lifting 11-20 lbs		
Lifting 21-35 lbs		
Lifting 36-50 lbs		
Lifting 50 + lbs		

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs		
Carry 11-20 lbs		
Carry 21-35 lbs		
Carry 36-50 lbs		

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs		
Pushing 11-20 lbs		
Pushing 21-35 lbs		
Pushing 36-50 lbs		

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs		
Pulling 11-20 lbs		
Pulling 21-35 lbs		
Pulling 36-50 lbs		

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Reaching Above shoulder level			
Reaching at shoulder level			
Reaching below shoulder level			
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp			
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Gross Manipulation			
Powerful Grasp/Tight Grasp			
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.		
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.		
Speaking: Orally communicate information and ideas with comprehension		
Reading: Comprehend and retain the written word.		
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground		
Exposure to Bloodborne Pathogens		
Work Outside		
Customer/Public Contact		
Work Inside		
High Elevations		
Moving Objects		
Slippery Surface		
Wetness		
Temp.Humid/ Extremes		
Temp. Cold Temp		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Confined Spaces		
Special Clothing		
Vibration		
Use of Solvents		
Use of Detergent		
Chemical Contact		
Chemical Vapors		
Dust or Particles		
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
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Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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Other Requirements

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$0.00
Annual Min:	\$0.00
Hourly Max:	\$42.30
Hourly Min:	\$33.07