

Market Range Detail - Clerk of Board Specialist

Effective Date

April 16, 2012

Market Range Title Description

FLSA STATUS: Non-Exempt

CLASSIFIED/AT-WILL: Classified

POSITION OVERVIEW

Positions in this market range title are responsible for providing specialized support duties in the department of the Clerk of the Board; providing a variety of services and information related to matters before the Board of Supervisors (BOS) procedures, policies, etc.

DISTINGUISHING CHARACTERISTICS

This is the entry level position in the Clerk of the Board support series in which incumbents work under close supervision providing specialized clerical support in accordance with established protocol.

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.)

- Receive, distribute, process and maintain various forms, files, and documents related to matters heard by the BOS.
- Process specialized paperwork, including providing customer assistance in the completion of forms/applications, preparing related BOS agenda items, monitoring for approval, and finalizing paperwork.
- Prepare and maintain various administrative tracking logs and reports.
- Maintain complex filing system of confidential and administrative records.
- Prepare public notices, making arrangements for timely publication of notices.
- Provide scanning, indexing, and scanning equipment maintenance services.
- Provide assistance responding to public record requests as needed.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$14.07	\$17.28	\$20.49

Likely Minimum Qualifications

- Other combinations of education and experience may be considered in substitution for the minimum qualifications.
- High School Diploma/GED and two years of experience performing general clerical duties.

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.