



DATE: NOVEMBER 2022

## CLERK

### DEFINITION

Under general supervision, serves as Clerk for CVAG, Coachella Valley Conservation Commission (CVCC), and Desert Community Energy (DCE) committees including coordinating and attending committee meetings and preparing public meeting agendas, minutes, actions, and resolutions; maintains official committee documents and records; oversees and responds to public records requests; coordinates assigned activities with those of other departments and programs; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and/or management personnel. Exercises no supervision of staff.

### CLASS CHARACTERISTICS

This is a single-position classification responsible for performing the full range of Clerk and committee services functions requiring the use of discretion and judgment in performing assigned work. Assignments are given with general guidelines and positions are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Coordinates and attends CVAG, CVCC, and DCE committee meetings; records all official proceedings; certifies resolutions, agreements, actions, and other official documents; publishes, files, and indexes all proceedings of the committees; maintains board member contact information and committee rosters.
- Administers the public hearing process for committee meetings; prepares public hearing packets and public notices of hearings in accordance with regulatory requirements and legal deadlines.
- Administers the records management program; reviews and updates retention schedules and policies and procedures; ensures proper retention and destruction of records.
- Receives and responds to all public records requests; researches documents, historical information, and other information as needed; coordinates response with other CVAG employees, management, and legal counsel.
- Serves as the Filing Officer by coordinating CVAG's disclosure requirements for designated employees; ensures compliance with Fair Political Practices Commission filing requirements.
- Receives claim forms and submits to third-party insurance contractors; monitors and updates staff, management, and claimants as needed.
- Ensures compliance with the administrative practices, committee bylaws, Public Records Act, the Freedom of Information Act, Roberts Rule of Order, Brown Act, and Fair Political Practice rules.

- Organizes and carries out administrative and special assignments; researches, compiles, and organizes information and data from various sources on specialized topics related to assigned area of responsibility.
- Composes, formats, tracks, and prints a variety of documents, reports, correspondence, memoranda, requests for proposals, agreements, contracts, and other documents and materials; coordinates approval and filing of contracts.
- Edits, revises, and proofreads materials for accuracy, completeness, compliance with department, program, and CVAG procedures, as well as for format, grammar, punctuation, and spelling.
- Prepares and processes reports, forms, records, applications, and supporting documentation related to assigned area of responsibility; verifies and reviews reports, forms, records, and applications for completeness and conformance with established regulations and procedures.
- Assists in maintaining calendars and making meeting arrangements for the Executive Director, management, and staff; schedules meetings and arranges for necessary set-up of equipment and materials at meetings.
- Plans, coordinates, and organizes the annual General Assembly meeting, including site logistics, preparation and distribution of event materials, and outreach to elected officials.
- Organizes and maintains accurate and detailed databases, electronic and physical files, and records; verifies accuracy of information; ensures compliance with established records retention schedules.
- Performs a variety of office support duties such as answering phones, ordering and maintaining office and other related supplies, copying documents, scanning, filing/retrieving files, receiving and processing incoming and outgoing mail, and maintaining inventory of supplies and materials.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations related to the Clerk function; monitors changes in laws, regulations, and technology that may affect CVAG operations; implements policy and procedural changes as required.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and procedures related to public agency Clerk function.
- Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of appointed committees.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and CVAG staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform responsible administrative support work with accuracy, speed, and general supervision.
- Coordinate and ensure the proper maintenance of the official records of CVAG.

- Prepare committee agendas, minutes, resolutions, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research and compile a variety of information and materials.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent CVAG in committee meeting and with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth grade supplemented by specialized coursework in public or business administration or municipal clerking and five (5) years of increasingly responsible secretarial or administrative support experience, including two (2) years in a municipal government agency in a Clerk's office or equivalent.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in work areas and walking between work areas are required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights depending on program assignment, and in all cases with the use of proper equipment and/or assistance from other staff.

**WORKING CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.