

Deputy Clerk to the Board
To Become
Clerk to the Board/Executive Assistant

The Martin County Board of Commissioners is seeking a highly motivated individual to serve as Deputy Clerk to the Board of Commissioners. The current Clerk to the Board/Executive Assistant to the County Manager plans to retire October 1, 2018. Martin County is seeking applicants to work as Deputy Clerk to the Board through September 2018 and as Clerk to the Board/Executive Assistant to the County Manager, starting October 1, 2018.

Work Description: As the Clerk to the Board of County Commissioners, this position will be officially and legally accountable, and must be appointed and duly sworn into public office. The position is responsible for creating and maintaining a permanent record of Board actions; maintaining historical and current records; interpreting and analyzing reports and activities, assuring that legally required Board operational processes and procedures are followed and managing the Advisory Board Appointment Process. Work requires the application of administrative and office management skills, a high level of discretion and confidentiality and the use of considerable judgment and independent action.

For a complete job description: <https://www.martincountyncgov.com/jobs>

Desirable Education & Experience: Degree or certification from a university or community college in business or public administration, finance, paralegal technology, or related degree and considerable advanced journey level administrative experience; or an equivalent combination of training, education and experience that provides the required knowledge, skills, and abilities.

Application Process: Applications will be received at Martin County Manager's Office, 305 E. Main St., Williamston, NC 27892, through May 15, 2018, 5 p.m. Pre-employment drug screening required. County residency required. Hiring rate \$38,860. Excellent Benefits Package. Martin County is an Equal Opportunity Employer.

CLERK TO THE BOARD/ EXECUTIVE ASSISTANT

General Statement of Duties

Performs highly responsible professional, complex administrative and administrative support responsibilities for the Board of Commissioners and the County Manager.

Distinguishing Features of the Class

An employee in this class is the official, legally accountable, Clerk to the Board of County Commissioners and must be appointed and duly sworn into official public office. This position is a part of the Management or Administrative Team and works directly with the Commissioners, County Manager, Finance Director and the County Attorney. Work involves creating, coordinating, and maintaining a permanent record of Board actions including historical and current official records; researching, interpreting and analyzing various reports and activities; and assuring that legally required Board operational processes and procedures are followed. The position requires the use of considerable judgment and independent action and may include the delegation of work to others. Work requires a high level of discretion and often requires the use and handling of confidential information. The Clerk to the Board is responsible for responding to numerous questions regarding many phases of government from other government units (federal, state, and local), and requests from the general public, the news media and County employees for information and/or services.

In addition, the employee serves as secretary for the Martin County Regional Water and Sewer Authority, Animal Control Board, and Martin County Airport Authority, and Executive Assistant to the County Manager responsible for a variety of administrative and administrative support work. Work includes the application of considerable judgment and the coordination of work with others. The employee develops office management and calendaring systems and establishes administrative functions and routines. Work requires a high level of discretion and application of administrative and office management skills; often work requires the use and handling of confidential information. Work is supervised by the Commissioners and County Manager, and is reviewed through conferences, observations, review of completed work, and overall flow of information and work projects completed.

Duties and Responsibilities

Essential Duties and Tasks

Prepares agendas for Board meetings in consultation with the County Manager; gathers information for agenda packets, prepares the final packets; notifies Commissioners, County staff, news media and other interested parties of dates and times of Board meetings; administers oaths of office.

Attends all Board meetings and hearings; records, writes, publishes and indexes the official minutes and records of the Board of Commissioners; sends minutes to NC Archives.

Serves as official custodian of the County seal as well as seals for Water Districts; maintains records of County appointed boards and commissions and tracks needed appointments and tenure; prepares letters of appointment and re-appointment.

Performs a variety of administrative duties for the Chairperson, Board members, and the County Manager including independent composition, notes, correspondence, follow-up to Board actions, processing and maintaining contracts, maintaining general and special events calendars, answering surveys, tracking committee appointments and terms, coordinating various special meetings, and

conducting independent research and completion of information required; makes travel arrangements.
Prepares and places notices and legal advertisements; creates or composes proclamations and resolutions.

Provides administrative support for the County Manager; creates and maintains files; processes invoices for administration; prepares correspondence and documents; maintains calendars for use of various equipment and facilities; maintain County and MCRWASA website.

Prepares and administers governing body budget; assist the Manager with preparation of the Manager's Recommended Budget including researching data; establishing and updating spreadsheets; setting up meetings, assisting in review, and publication of final document.

Oversees rentals for Moratoc Park facility including completion of application and agreement, communicating rules, taking payments and deposits, processing refunds, and coordinating repairs with maintenance staff.

Coordinates beaver bounty program; issues licenses, monitors program budget; authorizes payments; coordinates compliance with Animal Enforcement Division staff.

Creates work orders for maintenance and repairs for administrative offices.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of County Clerks including open meetings and public records laws and regulations.

Thorough knowledge of the organization and functions of the Board and County government.

Thorough knowledge of County functions, policies, and procedures.

Considerable knowledge of the application of office technology including knowledge of word processing and specialized software applications.

Considerable knowledge of standard modern office administrative practices, procedures; and of the principles of grammar, spelling, and composition.

Working knowledge of the organization's budgeting, purchasing, and personnel practices.

Knowledge of beaver bounty program requirements.

Knowledge of rental requirements for Moratoc Park.

Skill in collaborative conflict resolution and public contact.

Ability to take notes of official meeting proceedings and to prepare accurate minutes reflecting the actions taken.

Ability to organize and plan work to meet deadlines and a variety of needs of top County officials and the County Manager.

Ability to develop and maintain a variety of productive and cooperative work relationships external and internal to the County.

Ability to research, interpret, and compile records, reports, and a variety of data into required formats or established forms.

Ability to communicate effectively in oral and written forms.

Ability to proof own work.

Ability to set effective work priorities and meet established deadlines.

Ability to maintain confidential information.

Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, fingering,

talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare data and statistics, to work with accounting processes, to operate a computer terminal, and to perform extensive research and reading.

Desirable Education and Experience

Degree or certification from a university or community college in business or public administration, finance, paralegal technology, or related degree and considerable advanced journey level administrative experience; or an equivalent combination of training, education and experience that provides the required knowledge, skills, and abilities.

Minimum Qualifications or Standards Required To Perform Essential Job Functions

Interpersonal Communications: Must be able to communicate with tact, judgment, empathy, energy, and a good sense of humor, utilizing strong organizational skills. The Clerk receives instructions, assignments, and/or direction from multiple supervisors including all board members, and gives assignments, instructions and/or directions.

Language Ability: Requires the ability to listen to extensive discussions and provide a concise summary of all pertinent data, including all legal and historical aspects. Requires the ability to read and prepare a variety of correspondence, reports, forms, budgets, etc. using prescribed formats and assuring that such documentation is correct in form and style. Must be able to speak to people with poise, voice control and confidence.

Numerical Aptitude: Requires the ability to utilize mathematical formulas and basic mathematical principles in an accurate and timely manner.

Interpersonal Temperament: Requires tact, judgment, empathy, organizational skills, energy, and a good sense of humor, and the ability to deal with a wide range of personalities and people from varied socio-economic backgrounds. Must be adaptable and able to perform under stress and when confronted with persons acting under stress.

Special Requirements

Must be a certified notary public or have the ability to obtain certification. Must be willing to attend and successfully complete courses at the School of Government of The University of North Carolina at Chapel Hill that apply toward certification by the International Institute of Municipal Clerks (IIMC) as a Certified Municipal Clerk or obtain certification as a Certified County Clerk by completing the Municipal and County Administration Course program. Be willing, once certified, to meet the requirements for entry into IIMC's Master Municipal Clerks Academy or earn credits toward a Master Certified County Clerk and progress toward receiving the Master Municipal Clerk designation or earn credits toward a Master County Clerk designation.