

# Market Range Detail - Clerk of Board Assistant

## Effective Date

June 9, 2014

## Market Range Title Description

FLSA STATUS: Non-Exempt

CLASSIFIED/AT-WILL: Classified

## POSITION OVERVIEW

Responsible for providing moderately complex 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 journey level position in the series in which incumbents have a working knowledge of the procedures and protocol, and perform a variety of moderately complex work under general supervision using the framework of established procedures.

## 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.)

- Review documents to be placed on the BOS agenda and ensure proper placement of items.
- Verify that all attachments for agenda items are attached for Board review.
- Prepare supporting materials for BOS meetings, which may include coordination with presenting departments, preparing chairman's notes, and presentation slides.
- Facilitate Board presentations.
- Assist with various complex constituent requests by responding to inquiries, processing and monitoring specialized paperwork, providing customer assistance in the completion of forms/applications, preparing related BOS agenda items, and finalizing paperwork.
- Coordinate property reclassification appeals including providing direct assistance to taxpayers, monitoring the outcome, and informing appropriate parties following the BOS decision.
- Coordinate the processing of consent agenda items.
- Prepare the minutes for assigned BOS meetings, including formal, informal, special, and/or executive meetings.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$16.92	\$20.54	\$24.16

### 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

- General clerical experience can substitute for the specialized clerical experience on a two for one basis (i.e. two years general clerical experience substitute: as one year of specialized clerical experience.)
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- High School Diploma/GED and three years of experience performing specialized clerical duties at least one of which included processing and maintaining records and files or providing government-related services.

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