



Butte LAFCo  
Established Date: January 1, 2008

## Commission Clerk

Salary Range	
Hourly:	\$25.2121 - \$34.7806
Biweekly:	\$2,016.97 - \$2,782.45
Annually:	\$52,441.09 - \$72,343.61

### Summary

Under limited supervision, the Commission Clerk performs a variety of administrative and clerical duties for the Commission through its Executive Officer; completes legal functions and obligations at public hearings; records and preserves the action of the Commission; prepares, edits and supervises the distribution of Commission agendas, minutes and public hearing notices; manages the Commission's on-line presence and information technology functions; and performs other duties, as assigned.

### Distinguishing Characteristic

The Commission Clerk is an "at will" employee who shall serve at the will of the LAFCo Executive Officer as provided by state law.

### Essential Job Functions

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Duties may include but are not limited to the following:

- Prepares and distributes meeting agenda and packets for Commission, agency staff, affected agencies and project applicants; assures the accuracy and integrity of the agenda packets and agency documentation; meets legal requirements for posting and publishing; manages the record keeping of Commission documents, including minutes, resolutions and agreements; updates index of records and provides long term storage.
- Attends Commission meetings, prepares minutes for approval; obtain signatures as necessary on pending and completed business; responds to inquiries from the general public regarding Commission actions.
- Reviews, conforms, attests, records and preserves all documents of the Commission including timely recordation and distribution with documents and filings with appropriate local, regional and state agencies; converts files to electronic format; and determines what information should be part of the permanent record.
- Utilizes digital mapping resources to obtain information for project processing and in response to other agency and general public inquiries.
- Maintains and updates Commission website; converts all documents and graphics into web based formats; creates master documents and links within website.
- Maintains Commission Clerk Manual, mailing lists and electronic distribution lists; purchases office supplies; maintains office equipment; prepares project billing and distributes mail.

- Conducts or participates in various Commission fiscal management activities including but not limited to project billings, receiving and depositing fees collected, managing project time accounting and costs.
- Coordinates with the Management Analyst and Executive Officer with various aspects of the agency's accounting processes; budget preparation; financial audits and other general fiscal management activities.
- Performs other duties, as assigned.

#### **Required Knowledge and Skills**

- Knowledge of business and personal computer hardware and software applications.
- Knowledge of digital media, social media and website applications and functions.
- Knowledge of business English usage, spelling, grammar and punctuation.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.
- Skill in organizing and managing multiple duties; working within time constraints; and establishing and maintaining cooperative working relationships with agency staff, member agencies, and public.
- Skill in preparing complete and accurate reports.
- Skill in understanding applicable statutes, rules and regulations, LAFCo operations; policies and procedures.

#### **Minimum Requirements-Education, Certifications and Licenses**

- Three (3) years of experience related to the essential functions, knowledge and skills of the Commission Clerk as determined by the Executive Officer.
- High School diploma.
- A valid, unrestricted State of California driver's license.

#### **Environmental Factors and Conditions/Physical Requirements**

- Work is performed in an office environment.

**THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. EACH INCUMBENT DOES NOT NECESSARILY PERFORM ALL DUTIES. ADDITIONALLY, INCUMBENTS MAY BE REQUIRED TO FOLLOW INSTRUCTIONS AND TO PERFORM OTHER JOB RELATED DUTIES AS MAY BE REQUIRED. THE EXECUTIVE OFFICER WILL UTILIZE HIS/HER INDEPENDENT JUDGMENT WHEN CONSIDERING EACH CANDIDATES QUALIFICATIONS.**