



POSITION DESCRIPTION

Title: Assistant Clerk
Type: Regular, Full-Time
Pay Range: G/139

Department: Administration
FLSA Status: Non-Exempt
Revised: 11/2018

DEFINITION

Work with elected and appointed officials and non-governmental organization Executive Directors and board members to organize, coordinate, and manage a variety of meetings. Provide administrative support to assigned commissions, committees, and boards and assist with ensuring compliance with applicable state and federal laws and regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Town Clerk and indirect supervision from the Town Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Prepare, organize, distribute, and post agendas, agenda packets, and minutes for various organizations including Mammoth Lakes Housing, Mammoth Lakes Recreation, Mammoth Lakes Tourism, and other boards, commissions, and committees as assigned.
- Attend, clerk, and webcast meetings for various organizations as assigned; maintain a record of actions taken at meetings.
- Comply with and coordinate public records requests in accordance with the California Public Records Act.
- Advertise and schedule interviews and appointments to fill vacancies on various Commissions and Boards.
- Monitor contract and/or state-mandated training compliance.
- Provide assistance to and serve as the back-up to the Town Clerk as needed.
- Proofread staff reports, agendas, and minutes.
- Schedule and make reservations for meetings.
- Coordinate required Fair Political Practices Commission (FPPC) filings for elected officials, appointed officials, designated Town employees, and board members.
- Review, interpret, and appropriately implement government regulations and laws; prepare forms correspondence; maintain official records and documents in accordance with government regulations and laws.
- Notice and advertise public hearings as needed.
- Provide administrative support to the Eastern Sierra Council of Governments.
- Provide general administrative support as required.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern office practices, procedures, methods, and equipment.
- Brown Act and California Open Meeting Laws.
- California Public Records Act.
- Granicus agenda management and webcasting systems.
- Fair Political Practices Commission regulations.
- Applicable federal and state laws and regulations.
- Principles of record keeping and reporting.

Ability to:

- Provide information and organize material in compliance with laws, regulations, and policies.
- Interpret and apply applicable state and federal laws, policies, and regulations.
- Compile and maintain complex and extensive records in accordance with applicable laws and regulations.
- Communicate clearly, concisely, and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Be present and available for work; work a flexible schedule including evenings as needed.

Experience and Training

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

Education

A High School Diploma or GED is required. A college degree in public administration or a related field is preferred.

Experience

Two years of experience in administration or a related field is required.

Licenses

Possession of, or ability to obtain within the state required time frame, a valid State of California Class C driver's license with an acceptable driving record is required. Must pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, agenda management software, telephone, 10-key calculator, copy machine, fax machine, and postage machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. While performing the duties of this job the employee is frequently required to stand, walk, sit, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment, and talk and hear. The employee is occasionally required to drive. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance, or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception, and ability to adjust focus with or without ocular aides.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally, or in diagram form and analyze and resolve problems involving a variety of situations using standard industry and departmental processes and procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Received and Reviewed by:

Employee Signature

Date

