

HAINES BOROUGH POSITION DESCRIPTION **Deputy Clerk** **Borough Administration**

SUMMARY:

The Deputy Clerk is a full-time, benefited professional position reporting directly to the Borough Clerk. This employee serves as deputy to the Borough Clerk and acts in the capacity of Borough Clerk when the Clerk is absent, unavailable or otherwise unable to act for any reason. The employee also is responsible for performing a variety of routine and complex clerical, administrative and secretarial duties. This job description reflects the essential duties and responsibilities as assigned by the administration. It does not prescribe or restrict the tasks that may be assigned.

EXAMPLES OF DUTIES:

1. Responsible for a series of interrelated administrative, secretarial, and clerical duties directly concerned with the duties of the Office of the Clerk with guidance from the Borough Clerk including, but not limited to, records management, maintenance of personnel files, elections administration and assistance, public notices, advertising, job recruitment, website maintenance, correspondence, development of requests for bids/proposals and contracts, permitting, travel arrangements, passport application acceptance, notary public duties, and additional duties as state statute and borough ordinances prescribe.
2. Assists the Borough Clerk with the preparation of borough assembly agendas and meeting packets and, in the absence of the Clerk, attends borough assembly regular and special meetings including executive sessions when invited, serving as assembly parliamentarian and recording the official minutes.
3. **For the purpose of recording official minutes and meeting summaries only, attends all public meetings of the standing and ad hoc advisory boards.** This does not include assembly standing committees or the Planning Commission. The standing advisory boards include the following:
 - Chilkat Center Advisory Board
 - Parks & Recreation Advisory Committee
 - Port & Harbor Advisory Committee
 - Tourism Advisory Board
 - **Code Review Commission**
 - Public Safety Commission

The ad hoc advisory boards are established for specific purposes for limited duration and, as such, change from time-to-time. **The deputy clerk does not provide administrative or clerical support to any of the advisory boards, such as agenda or meeting packet preparation. The deputy clerk will audio record the meetings and may assist with setting up and taking down teleconference equipment.**

4. Provides assistance and information to the public and other employees requiring thorough knowledge of organization, laws, regulations, policies and procedures in the assigned area; explains services, policies and procedures as they apply to specific situations. Evaluates inquiries and takes appropriate actions on both priority for response and appropriate person to respond, using established departmental procedures and good judgment.
5. Prepares, reviews, and proofs documents for accuracy and completeness; makes corrections for grammar, punctuation and spelling.
6. Drafts correspondence, legislation including resolutions and ordinances, agenda bills, and other documents, and finalizes and disseminates edited documents.