



**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. Also 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 Borough Clerk's Office with guidance from the Borough Clerk including, but not limited to, records management, maintenance of personnel files, elections administration, 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, serves as assembly parliamentarian, and records the official minutes.
3. When requested, attends other public meetings to provide clerical support, including the recording of official minutes.
4. Drafts correspondence, legislation including resolutions and ordinances, agenda bills, and other documents, and finalizes and disseminates edited documents.
5. Assists the Borough Clerk in the planning, documentation and implementation of special projects.
6. Develops and conducts training programs for employees and officials, as needed, including office procedures records management, website maintenance, and
7. Other duties as assigned to support and assist Borough Administration.

**KNOWLEDGE AND ABILITIES:**

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Strong technical and keyboarding skills and familiarity with computer software programs, including, but not limited to, proficiency in Microsoft Word and Excel, Filemaker Pro, Adobe Acrobat Professional, and iPad applications.
2. Knowledge of standard office administrative and secretarial principles, practices and procedures, including filing, recordkeeping, and business letter writing.

3. Strong written communication skills including knowledge of correct English usage (grammar, spelling, punctuation, and vocabulary), and the ability to prepare complete, clear, accurate, and concise reports and correspondence.
4. Ability to organize work, set priorities, meet critical deadlines, and complete assignments with a minimum of direction.
5. Ability to maintain effective working relationships and communications with the public and local officials, contractors, department directors, and other legislative agencies.
6. Ability to take notes and render draft minutes of meetings.
7. Ability to exercise discretion in dissemination of confidential or sensitive information, and skill in information control procedures and techniques.

**EMPLOYMENT STANDARDS:**

1. Minimum High school diploma or equivalent.
2. Minimum of five years experience in administrative, clerical or office support related to the duties of this position.
3. Must hold a valid Alaska drivers license or have the ability to obtain one within 30 days of hire.
4. The ideal candidate will also have at least two years related municipal experience, *strong* oral & written communication skills, and computer *proficiency* especially in Microsoft Office Suite and Adobe Acrobat Professional.

**WORK CONDITIONS & ENVIRONMENT:**

The work environment characteristics described here 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.

- Work is performed primarily in office settings.
- The noise level in the work environment is usually quiet in the office.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.
- The employee must occasionally lift and/or move up to 10 pounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.