



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.

7. Assists the Borough Clerk in the planning, documentation and implementation of special projects.
8. Develops and conducts training programs for employees and officials, as needed, including office procedures, records management, and website maintenance.
9. Other duties as assigned to support and assist the Office of the Clerk.

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, 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 minimal 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 minutes of meetings.
7. Ability to exercise discretion in dissemination of confidential or sensitive information, and skill in information control procedures and techniques.
8. Duties must be performed independently with general guidance from the Borough Clerk.

MINIMUM EMPLOYMENT STANDARDS:

Experience

Four years of progressively responsible administrative support experience including two years providing complex paraprofessional assistance.

The ideal candidate will also have at least two years related municipal experience, strong oral and written communication skills, and computer proficiency especially in Microsoft Office Suite and Adobe Acrobat Professional.

Education

High school diploma or equivalent is required. Associate's degree or post-secondary course work is desirable.

License

Valid Alaska driver's license required. (An out-of-state license holder must obtain a valid Alaska license within 30 days of hire.)

Work Schedule

Ability to work extra and/or evening hours in support of board meetings. Requires regular and reliable attendance. Not suitable for telecommuting.

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 job functions.

PHYSICAL DEMANDS:

Work is performed primarily in an office environment while sitting at a desk or computer for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Continuous use of both hands in reaching/handling/grasping/fingering while performing duties operating on computers. Occasional heavy work includes lifting and carrying up to 20 pounds. Occasionally ascends/descends stairs while maintaining balance. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work alone or with others.

UNUSUAL WORKING CONDITIONS:

May encounter angry or upset persons. Subject to frequent interruptions and extensive contact with the public. Extension of the workday may be required due to meetings and workload.