

TITLE: ASSISTANT DISTRICT CLERK

CODE: 11065

GENERAL DESCRIPTION:

This is very responsible administrative work involving the coordination and processing of District Clerk support services.

Work involves responsibility for accurate and timely handling of a full range of administrative procedures and processes in support of the District Clerk, District Manager, and District Board. Duties include administrative support of Board meetings, coordination of the assessment program, coordinating legal records management, and headquarters building services. This position also has the responsibility for making difficult administrative support decisions. This work requires that the employee have good knowledge, skill, and ability in administrative support work.

SUPERVISION RECEIVED:

Works under the general supervision of the District Clerk or other high level staff personnel.

EXAMPLES OF DUTIES:

Oversees and assists with the preparation and follow-up for District Board meetings and other meetings. Coordinates agenda and meeting package preparation and the production of minutes and resolutions. Attends Board, Bureau and Committee meetings as assigned.

Prepares or oversees the preparation of assessment publications; coordinates timely preparation and filing of water and sewer caveats, certificates of rights, maps, liens and related agendas.

Responds to telephone inquiries and complaints internal and external to the District. Researches and attempts to resolve sensitive issues related to the office of District Clerk. Conducts investigations, compiles information and makes recommendations.

Reviews and make recommendations regarding liens, assessments and appeals. Drafts legal documents pertinent to assessments and related issues as assigned. Operates personal computers for the processing of legal records.

Assists in developing unit budgets and controlling and accounting for expenditures within fund allocations.

Oversees custodial services, headquarters building security and condition as assigned.

Oversees the work of department members in the absence of the District Clerk.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of legal records management principles and practices.

Good knowledge of public administration principles and practices as related to a regional utility.

Good knowledge of personal computer operation and related software and some knowledge of general office practices.

Some knowledge of office building operation services management including security, custodial and car fleet scheduling.

Considerable ability to communicate orally and in writing.

Considerable ability to follow oral and written instruction.

Good ability to oversee the activities of a work group.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, consultants, Board members, attorneys, customers, developers, and the general public.

QUALIFICATIONS:

Associates degree from a recognized college in legal assistant curriculum, or public or business administration or related field plus three years of progressively responsible administrative services experience or related field including some experience in a lead capacity; or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

None.