

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ASSISTANT DISTRICT CLERK

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide administrative support to the programs, operations and activities directed by the Administrative Officer/Special Assistant. Work involves providing support to the District Board, Bureau and Committee through agenda preparation and follow up; preparing legal records, assessment publications, agenda memos and other documents; overseeing building security; and responding to inquiries, complaints and requests for information. Classification typically reports to the Administrative Officer/Special Assistant.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides administrative support to the District Board, Bureau and Committees; oversees and assists with the preparation for meetings; coordinates agenda and meeting package preparation; writes and/or reviews agenda memos for board, Bureau and/or Committee action; attends meetings as assigned; and follows up with agenda items to be pursued, continued or require action.

Assists the AO/Special Assistant with administrative programs and activities: assists with fulfilling statutory requirements relative to public hearing notification, freedom of information request, and notifications concerning the annual audit; and assists with updating of the District Charter, Ordinances and By-laws based upon District Board actions.

Prepares or oversees the preparation of assessment publications and assessment related legal documents, including water and sewer caveats, certificates of rights, maps, liens, and related issues; ensures timely publication of assessment documents and adherence to time limits as stipulated by the District's Charter.

Receives and respond to telephone inquiries and complaints; provides information; explains policies and procedures; and resolves complaints; researches and resolve sensitive issues submitted to the office of the AO/Special Assistant; conducts investigations, compiles information and makes recommendations to resolve issues/complaints; and refers caller to other staff member as appropriate.

Reviews and makes recommendations regarding liens, assessments and appeals; and drafts legal documents pertinent assessments and assigned administrative, operational, and/or program issues.

Assists in developing operating and capital budgets; and assists with budget administration and the control of expenditures.

Oversees headquarters building security operations; and notifies supervisor of issues concerning security equipment or procedures.

Oversees the work of other staff members as assigned and in the absence of the AO/Special Assistant.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in public or business administration, legal studies or a related field; supplemented by two (2) years of progressively responsible experience performing administrative work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.