

SNOHOMISH COUNTY JOB DESCRIPTION

CLERK OF THE BOARD, ASSISTANT

Spec No. 5011

BASIC FUNCTION

The primary duties of this class are in support of the independent and quasi-judicial Snohomish County Board of Equalization (BOE) and the Washington State Boundary Review Board for Snohomish County (BRB). Responsibilities include providing administrative, clerical, and technical support to appointed officials, documenting all official actions, and processing legal matters.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Schedules hearings and meetings; makes appointments for participants; notifies parties in accordance with state laws; schedules meeting rooms, prepares agendas for hearings; schedules hearings and appointments to meet legal notice requirements.
2. Receives, reviews for completeness, and processes timely filed petitions appealing actions of the Snohomish County Assessor. Establishes and maintains petition files. Enters petitions into the database shared with the Assessor. Prepares requested reports from that database.
3. Initial counter and phone contact with citizens to identify their needs. Required to independently problem solve and assist distraught and irate individuals through interpretation of applicable laws, regulations, and procedures.
4. Provides payroll and accounts payable for the department and is authorized to approve expenditures.
5. Gathers and evaluates evidentiary documents; establishes files for official exhibits; monitors case files throughout the process to ensure compliance with timelines and laws.
6. Attends meetings and public hearings to take minutes; sets-up and monitors recordings; records all decisions and actions of the official agenda; prepares minutes of all proceedings.
7. Reviews evidentiary material to produce an accurate Board order; notifies appropriate parties, agencies and/or county staff and appellants. Provides the State Board of Tax Appeals with appropriate exhibits and filings.
8. Takes dictation, formulates and types correspondence and reports; prepares and maintains files and documents for review or signature; prepares and certifies verbatim transcripts and copies of documents; collects and enters information into computer; maintains custody of files, recordings, and documents.
9. Responds to county staff, other jurisdictions, and members of the public for information regarding proceedings and decisions; assists the public in participating in public processes.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Prepares and submits for approval requisitions, vouchers, payroll, budget transfers and appropriations; assists with budget preparation; maintains inventory and maintenance contracts; orders supplies.
11. Provides input and may initiate change with regard to departmental policies, procedures, forms used and provision of public information.
12. Contact with the Department of Revenue, State Board of Tax Appeals, State Boundary Review Board Association, and Snohomish County municipalities and Special Purpose Districts.
13. Serves on a variety of teams, committees, and task forces.
14. Posts notices of public hearings throughout the county.

STATEMENT OF OTHER JOB DUTIES

15. May perform duties of Chief Clerk of the Board during peak-load periods or in his/her absence.
16. May provide lead direction or supervision to clerical workers.
17. Performs related duties as required.

MINIMUM QUALIFICATIONS

Five (5) years progressively responsible secretarial experience in an office dealing with legal or legislative matters; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience working as a legal secretary, in the property field, or in a governmental entity is preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

Keyboarding at 55 wpm with accuracy.

A valid State of Washington Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Laws relating to area of assignment, legal terminology, rules, regulations, and legal processes governing area of assignment

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KNOWLEDGE AND ABILITIES (Continued)

- office practices and procedures
- legal descriptions, maps and property descriptions
- proper English grammar and spelling
- bookkeeping, file management, and record keeping, budget, and finance procedures; and
- Microsoft Office (Word, Excel, Access, PowerPoint), Content Management Server, Cayenta, Highline, and FTR Gold Recorder/Player or comparable

Ability to:

- communicate effectively both orally and in writing
- use computer and various software as well as usual office equipment
- use interpersonal skills, including maintaining effective working relationships with Board members, public officials, governmental agencies, news media, citizens, and county staff
- understand and apply the County Charter, County Code, the Revised Code of Washington, and the Washington Administrative Code as they relate to Board operations
- schedule and manage time independently
- type accurately, take minutes, and transcribe verbatim recordings in preparing accurate and complete transcripts
- maintain necessary records and prepare required reports
- work effectively under pressure, meet deadlines, and cope with interruptions
- be sensitive to political issues and environment
- make decisions and maintain confidentiality
- problem solve and work with distraught and irate individuals
- work independently with minimum supervision

SUPERVISION

The employee receives direction from the Chief Clerk of the Board. Objectives, priorities, and deadlines are established by the supervisor. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies, and accepted practices. Individual Board members may also request information and/or projects. The work is reviewed through periodic meetings and status reports and by evaluation of results obtained.

WORKING CONDITIONS

The majority of work performed is in the usual office environment with occasional field trips to view property, post notices, and conduct remote public hearings; daily use of computer, and work evenings as necessary.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 1989

Revised: January 2010

EEO Category: 6 – Administrative Support

Pay Grade: 314 – Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous