

SNOHOMISH COUNTY JOB DESCRIPTION

MUNICIPAL CLERK I

Spec No. 6027

BASIC FUNCTION

To support the Snohomish County Council with administrative and policy functions. The Municipal Clerk I position acts as the Council's Committee Clerk, preparing committee agendas, attending and taking minutes for Council committee meetings. Responsibilities include providing administrative, clerical and technical support to elected and appointed officials; documenting, recording, and maintaining all Council official actions and processing legal and legislative matters.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides central reception for visitors to the County Council during Council meetings. Provides reception duties and administrative support.
2. Schedules and prepares agendas for Council public hearings, meetings, and committees; schedules meeting rooms; makes appointments for participants; notifies parties; prepares, posts, and publishes notices in accordance with state and local laws.
3. Attends Council public hearings, meetings, and committees; sets up and monitors recordings; records all decisions and actions of the Council; prepares minutes of all proceedings; provides audio/video and remote meeting technical support.
4. Prepares, posts, and publishes official Council decisions; notifies appropriate parties, agencies and/or county staff and members of the public of changes in county laws and records.
5. Gathers and evaluates evidentiary documents; establishes files for official exhibits; monitors case files throughout the approval process to ensure compliance with timelines and laws.
6. Prepares correspondence and reports; prepares and maintains files and documents for review or signature; prepares copies of documents; collects and enters information into computer; maintains custody of files, recordings, and documents.
7. 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.
8. Maintains manual and/or computerized mailing lists and processes mailings.
9. Participates in the review of proposed revisions to state law; forwards comments and assists in implementation of new laws, policies and processes.
10. Assists with public disclosure requests pursuant to county code and state law.
11. Works with Council staff and other county department staff on special projects; attends occasional off-campus and evening meetings.

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12. May prepare and submit requisitions, warrants, payroll, and office maintenance requests for approval; assist with budget preparation; maintain inventory and maintenance contracts; order supplies.

STATEMENT OF OTHER JOB DUTIES

13. May serve on a variety of teams, committees and task forces as needed.
14. May perform duties of Municipal Clerk II or Municipal Clerk III.
15. May provide lead direction or supervision to administrative staff.
16. Performs related duties as required.

MINIMUM QUALIFICATIONS

Three (3) years secretarial experience in an office working with legal or legislative matters; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

- Experience working in a governmental entity
- Certified Municipal Clerk designation through the International Institute of Municipal Clerks preferred

SPECIAL REQUIREMENTS

- Keyboarding at 45 wpm with accuracy
- Ability to travel to attend off-campus meetings as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- local government; administration and functions of the County Council
- laws, legal terminology, rules, regulations and legal processes governing area of assignment
- Open Public Meetings Act
- Public Records Act
- Appearance of Fairness Doctrine
- Council office practices and procedures
- legal descriptions, maps and property descriptions
- proper English, grammar and spelling

Ability to:

- provide written and oral communication
- use computer and various software

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- be sensitive to political issues and environment
- work professionally and respectfully with diverse groups of individuals, including maintaining effective working relationships with public officials, governmental agencies, news media, county staff, co-workers, and supervisors
- manage projects and prioritize work in a deadline driven organization
- take accurate minutes to reflect Council proceedings
- research, interpret, and prepare various records, reports and documents
- make presentations including presenting cases in a public setting
- take action that is consistent with available facts, constraints, and probable consequences
- problem solve and work with distraught individuals
- review revisions to policy, laws, and procedures
- work with a remote meeting platform
- demonstrate flexibility and adaptability

SUPERVISION

The employee receives direction from the Municipal Clerk III, Chief of Staff, and/or individual council members. The work is reviewed through periodic meetings and status reports and by evaluation of results obtained.

WORKING CONDITIONS

The work performed will be in the Robert J Drewel Building 8th floor on the County Campus and/or by remote meeting platform. At least five evening meetings per year in each Council District, plus occasional evening and/or off-campus meetings; daily use of computer; work evenings, weekends, and holidays as necessary.

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: pre-1977 as Assistant Clerk of the Board
Revised and Re-titled: 1984 as Assistant Clerk of the Council
Revised and Re-titled: January 2001
Revised: June 2011, January 2014, June 2018, February 2021
Previous Spec No. 750707
Pay Grade: 243 Classified Pay Plan
EEO Category: 6 - Administrative Support
Workers Comp: 5306 Non-Hazardous