



## Deputy Clerk of the Board I

<b>Job Code</b>	20001075	<b>Job Family</b>	Support	<b>Professional / Knowledge Worker</b>	
<b>Department</b>	Clerk of the Board	<b>Reports to</b>	Commission & Exec Svcs Director	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Non-Exempt	<b>Pay Grade</b>	2053	<b>This Job is a Lead</b>	No
<b>Last Updated</b>	12/1/2022				

### Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

## Job Summary

Assists the Clerk and works together with the Deputy Clerks, in the planning and conduct of orderly, businesslike Commission meetings. Conducts review and verification of final commission packet, transcribes official minutes, and maintains official records.

## Accountabilities

### Accountability #1

Achieve the highest level of employee and community trust in how the District manages governance by assisting in the review of Commission packet ensuring all necessary items are included. Assembles and ensures the Commission packet is distributed to appropriate internal and external customers in a timely manner, the agenda is published as required by law, and similar responsibilities.

### Accountability #2

Achieve the highest level of employee and community trust in how the District manages governance by assisting the Clerk with the order of Commission agenda items in which the meeting will be conducted. Reviews with the Clerk any controversial issues; prepares a script and appropriate materials to assist the Commissioners and staff in conducting meetings, and similar responsibilities.

### Accountability #3

Increase the public's confidence in the quality of the District's governance by assisting with the verifying accuracy of official documents requiring signatures and obtains Commission signatures following each meeting. Assists with the coordination of filing of official documents in permanent office files ensuring accuracy, and similar responsibilities.

### Accountability #4

Achieve the highest level of employee and community trust in how the District manages governance by serving as recorder at regular, special and evening Commission meetings. Transcribes official minutes of meetings providing clear, concise, accurate and informative record of actions approved by the Commission. Transcribes meetings verbatim as requested, and similar responsibilities.

### Accountability #5

Achieve the highest level of employee and community trust in how the District manages governance by assisting with coordinating logistic needs prior to Commission Meetings. Prepares and coordinates regular and special meeting notices and publication of hearing notices to distribute to Commissioners,

District staff and other appropriate entities, including news media. Compiles exhibit lists for Commissioners summarizing written comments from rate payers, when necessary, and similar responsibilities.

**Accountability #6**

Achieve the highest level of employee and community trust in how the District manages compliance by assisting with research, interprets, and applies District Directives, procedures, laws and regulations governing open public meetings to meet established guidelines and ensure Commission compliance with rules for conduct of routine business, and similar responsibilities.

**Accountability #7**

Achieve the highest level of employee and community trust in how the District manages governance by assisting with the maintenance of electronic databases (Commissioner requests/customer contacts) to allow for tracking, retrieval and follow-up. Assists with monitoring the accuracy of Commission minutes, motions and resolution indexes and similar responsibilities.

**Accountability #8**

Deliver excellent customer experiences through transparent, consistent, and proactive communication by responding to inquiries from the public, District staff, outside professionals and the media. Works with appropriate District staff to resolve customer concerns. Provides information within scope of knowledge or refers technical questions and sensitive public relations matters to appropriate District staff, and similar responsibilities.

**Accountability #9**

Deliver exceptional value to our customers through continual improvement and innovation by assisting with evaluation and selection of appropriate equipment and software for the Commission Office. Monitors office procedures and, as appropriate, recommends improved methods to accomplish work assignments and ensure efficient, cost-effective operation of the Commission Office, and similar responsibilities.

**Accountability #10**

Deliver excellent customer experiences through reliable, dependable, predictable service by providing administrative support to the Commission & Executive Services Director and CEO/General Manager. Performs other duties as assigned, and similar responsibilities.

**Minimum Qualifications Note**

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed

to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at [HRRecruiting@snopud.com](mailto:HRRecruiting@snopud.com), or by phone at 425-783-8655.

### Qualifications – Education and Experience

**Minimum Required Education and Experience:**

Two (2) years of administrative support experience.

**Preferred Education and Experience:**

### Qualifications – License(s) and/or Certification(s)

**Minimum Required License(s) and/or Certification(s):**

Valid Washington State Driver's License

**Preferred License(s) and/or Certification(s):**

### Qualifications – Skills and Abilities

**Minimum Required Skills and Abilities:**

- Computer applications, including word processing, spreadsheets and data bases
- Research and analysis techniques
- Report writing techniques and practices
- Proper English spelling, grammar, punctuation and word usage
- Customer Service techniques
- Communicate, work effectively with, and provide flexible customer service to all levels of the organization and external customers
- Transcribe and prepare minutes
- Maintain accurate records system
- Manage confidential information

Coordinate a variety of complex tasks and assignments simultaneously  
Work effectively as a team member  
Work in fast-paced, political, changing environment  
Use PC and related software, transcription equipment and other related office equipment

***Preferred Skills and Abilities:***

## Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

## Physical Demands

### Physical Demands List

### Frequency

Sit	Constant (67-100%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Seldom (1-10%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
Crawl	Never
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Never
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Occasional (11-33%)
Carry (note weight in open text box below)	Occasional (11-33%)
Push/Pull (note specifics in open text box below)	Occasional (11-33%)
Work rapidly for long periods	Occasional (11-33%)
Use close vision	Frequent (34-66%)
Use distance vision	Occasional (11-33%)
Use color vision	Frequent (34-66%)
Use peripheral depth perception	Occasional (11-33%)
Speak	Frequent (34-66%)
Hear	Constant (67-100%)

**Additional Physical Demands not listed above and associated frequency below.**

## Mental Demands

### Communication

### Frequency

Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Seldom (1-10%)
Work alone	Occasional (11-33%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Frequent (34-66%)
Write communications for clarity and understanding	Occasional (11-33%)
Speak with clarity with others	Constant (67-100%)
<b>Comprehension</b>	<b>Frequency</b>
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Frequent (34-66%)
<b>Reasoning</b>	<b>Frequency</b>
Read and interpret data	Frequent (34-66%)
Count and make simple arithmetic additions and subtractions	Occasional (11-33%)
Use intermediate and/or advanced math	Seldom (1-10%)
<b>Organization</b>	<b>Frequency</b>
Plan own work activities	Occasional (11-33%)
Plan work activities of others	Occasional (11-33%)
Direct work activities of others	Occasional (11-33%)
<b>Resilience</b>	<b>Frequency</b>
Work under pressure	Occasional (11-33%)
Work for long periods of time	Occasional (11-33%)
Work on several tasks at the same time	Frequent (34-66%)

**Additional Mental Demands not listed above and associated frequency below.**

## Work Environment

<b>Environmental Conditions List</b>	<b>Frequency</b>
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Never
Atmospheric conditions	Never
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

**Additional Environmental Conditions in this job not listed above and the associated frequency below.**

<b>Risk Conditions List</b>	<b>Frequency</b>
Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never
Working with angry customers	Seldom (1-10%)

**Additional Risk Conditions present in this job not listed above and the associated frequency below.**

### **On-Call Status and Frequency**

**On-Call is required.**

- Yes
- No

**On-call activities and frequency.**

### **Work Location**

**The primary assignment for this position is:**

- Remote
- Office Hybrid
- On-Site
- Field/Job Site



While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.