



# Deputy Clerk of the Board II

<b>Job Code</b>	20000048	<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>	2054	<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 reviewing staff requests and determining placement of items on the Planning Calendar and, when needed, the Commission agenda. Conducts review of the Commission packet ensuring all necessary items are included; adds Commission Office-related material to the packet. Assembles and ensures the Commission packet is distributed to appropriate internal and external customers in a timely manner and that the agenda is published in the newspaper, and similar responsibilities.

### Accountability #2

Achieve the highest level of employee and community trust in how the District manages governance by reviewing with Clerk of the Board Commission agenda items to confirm the manner in which the meeting will be conducted. Reviews with the Clerk of the Board any controversial issues; prepares a script and reduced agenda to assist the Board members and Commission Office staff in conducting the meeting, and similar responsibilities.

### Accountability #3

Increase the public's confidence in the quality of the District's governance by verifying the accuracy of official documents requiring Commission signature and obtains signatures following each Commission meeting. Coordinates filing of official documents in permanent Commission 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 Commission meetings providing clear, concise, accurate and informative record of actions approved by the Commission. Transcribes from official meeting tapes verbatim transcripts as requested, and similar responsibilities.

**Accountability #5**

Achieve the highest level of employee and community trust in how the District manages governance by coordinating scheduling of Commission meetings and community forums, including coordination of logistic needs prior to meetings. Prepares and coordinates regular and special meeting notices and publication of hearing notices to distribute to Commissioners, District staff and other appropriate entities. Compiles exhibit lists for Commissioners summarizing written comments from rate payers, and similar responsibilities.

**Accountability #6**

Achieve the highest level of employee and community trust in how the District manages compliance by researching, interpreting, and applying 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 maintaining an electronic data management system (EDMS) database to allow retrieval of Commission documents and official records. Monitors 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, 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:**

Four (4) years of administrative support experience, where two (2) of those years are as a Municipal Clerk, Court Clerk or similar public agency position.

### **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):**

Certified Municipal Clerk Certification (CMC)

## Qualifications – Skills and Abilities

### **Minimum Required Skills and Abilities:**

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.  
Interpret information.  
Use independent and discretionary judgment.  
Work effectively as a team member.  
Work in fast-paced, political, changing environment.  
Understand and interpret laws and regulations governing public entities.  
Use PC and related software packages, tape recorder, transcription equipment and other related office equipment.  
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

***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**

<b>Communication</b>	<b>Frequency</b>
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

### Environmental Conditions List

Environmental Conditions List	Frequency
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.**

### Risk Conditions List

Risk Conditions List	Frequency
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.