



THE HONORABLE
GWEN MARSHALL

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER

HUMAN RESOURCES DIVISION

Job Description

APPLICATION DEADLINE – Until Filled

Job Title: Board Secretary I (Assistant Clerk to the Board of County Commission)

Division/Department: Financial Services/Finance

Position Number: 022308

Pay Grade: 44

Pay Range: \$30,264.00 - \$48,422.40

Working Hours: Monday - Friday, 8:00 A.M. to 5:00 P.M

Location: Leon County Government Annex Building, 315 S. Calhoun Street, 7th Floor

DESCRIPTION:

Attends and is main backup to the Clerk to the Board and Value Adjustment Board (“VAB”) for all publicly held Board of County Commission (“BOCC”) meetings, workshops, and any other meetings as requested by the BOCC or Leon County Administration representing the Clerk of the Circuit Court and Comptroller (“Clerk”) in a professional and congenial manner at all times for the purpose of transcribing meeting minutes for permanent record. Maintain accurate and detailed records of proceedings by preparing summary minutes in accordance with Florida Sunshine Laws.

RESPONSIBILITIES:

- Attends all BOCC meetings, workshops and any other meetings as requested by the BOCC or County Administration, representing the Clerk in a professional and congenial manner at all times in the absence of the Clerk to the Board;
- Maintains an accurate and detailed record of proceeding;
- Prepares summary minutes of proceedings;
- Prepares BOCC agenda item and submits to County Attorney and Agenda Coordinator for review and inclusion on the BOCC’s agenda;
- Ensures that all information (i.e., agenda items and any information provided for inclusion in the official record) are received and maintained;
- Responds to requests: public records or otherwise made by Commission and County staff;
- Receives and processes approved ordinances and resolutions approved by the BOCC by assigning a number, scanning and entering into database and copy of completed ordinance and resolution is provided to originating office;
- Files all County ordinances with the Secretary of State’s office within statutorily required time frame and provides copy of filed ordinance to County Attorney’s Office;
- Prepares official minute packet and submits to Clerk IT Department for posting on Clerk Website;
- Prepares minutes and agenda items for storage and maintains log of stored documents;
- Assists various staff in the preparation of agenda items;

WWW.CLERK.LEON.FL.US

PHONE: 850.606.4010 • FAX: 850.606.4173 • 301 SOUTH MONROE STREET, #100 • TALLAHASSEE, FLORIDA 32301
LOCATED IN SUITE: #780, COURTHOUSE ANNEX, 315 SOUTH CALHOUN STREET

- Assists internal and external customers in researching BOCC minutes, ordinances, and resolutions, including older documents which may be stored in Official Records on microfiche;
- Maintains Code of Laws and supplements;
- Places Notice of Abandonment Resolutions in local newspaper and ensures noticed resolution is filed in Official Records;
- Ensures BOCC meetings are recorded and maintained in compliance with State of Florida general records schedules;
- Provides staffing for Investment Oversight Committee meetings. Ensures meetings are recorded and minutes prepared;
- Processes and maintains current record of Registered Lobbyists;
- Provides staffing to VAB hearings;
- Works closely with Records Specialist I in determining retention of financial records and preparing disposal and destruction orders.

MINIMUM QUALIFICATIONS:

- Associates degree from a two-year college or technical college with concentration in political science, public administration, English, and/or related field and one year of experience. Three years of experience serving in an executive level administrative position may substitute for education and experience requirements.

PROFESSIONAL KNOWLEDGE/SKILLS AND ABILITIES:

- Active Listening – giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times;
- Oral and Written Comprehension – skillfully listening to and understanding ideas and information presented through spoken words and sentences and written documents;
- Oral and Written Expression – skill in communicating information and ideas in speaking and writing so that customers, teammates, and managers will understand;
- Math – skill in using arithmetic;
- Time Management – skillfully and effectively managing one’s own time and the time of others. Skillfully manages time while remaining conscientious, thorough, accurate and reliable;
- Coordination – skillfully adjusts actions in relationship to the actions of others;
- Social Perceptiveness – being aware of other’s reactions and responding appropriately;
- Critical Thinking – thinks about the big picture, connects events and trends to see where actions are leading, and anticipates outcomes and the effect of decisions;
- Creativity – help invent new ways of approaching problems and developing innovative solutions;
- Teamwork – must work well in a team environment;
- Technical Skills – must be able to operate general office equipment, which includes, but is not limited to, proficiency in a Microsoft Windows environment and the Microsoft Office suite of applications;
- Information Ordering – the ability to arrange things, actions or concepts in a certain order or pattern according to a specific rule or set of rules (e.g. patterns of numbers, letters, words, pictures, mathematical operations);
- Near Vision – the ability to see details at close range (within a few feet of the observer);
- Deductive Reasoning – the ability to apply general rules to specific problems to produce answers that make sense;
- Inductive reasoning – the ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events);
- Judgment and Decision-making – the ability to engage others and involve oneself in developing problem-solving solutions;

- Problem Solving – able to analyze discrete information and make decisions based upon laws, precedent and policies;
- Attention to Detail – pays close attention to detail to maintain complete and accurate records;
- Professionalism – acts, dresses and behaves in a professional manner to reflect a positive image of the Clerk’s Office;
- Customer Service – provide prompt, thorough and efficient world class customer service to internal and external customers;
- Conflict Resolution – responds to conflict and difficult situations.

COMPENSATION AND BENEFITS:

This position receives base salary plus benefits for a non-exempt position. This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow and perform any other job-related instructions requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship. All employees may be given duties not specifically listed in this document. Regular attendance is a requirement of the position.

HOW TO APPLY/CONTACT:

Applicants must use the Leon County Clerk of Courts and Comptroller Employment Application form available at the following link: <https://cvweb.clerk.leon.fl.us/public/login.asp>. You may choose to download the application form from the website or complete the application form online and submit it via e-mail. Applications will remain active for a period of six (6) months from the date received.

Completed applications and resumes may be submitted via online electronic application, by mail, in person or by fax. If submitting applications by paper, please mail or deliver applications to:

**Leon County Clerk of the Circuit Court and Comptroller
Attn: Human Resources Division
301 S. Monroe Street, #100
Tallahassee FL 32301**

If submitting the application and/or resume by fax, please transmit to: **850-606-4173**

Should you have questions and or concerns, you may contact the Human Resources Manager, Mr. Lorenzo L. Howard by voice at (850) 606-4017 or e-mail: llhoward@leoncountyfl.gov