

OURAY COUNTY
DEPUTY CLERK OF THE BOARD

Ouray County is accepting letters of interest and resumes for the position of Deputy Clerk of the Board. This position is 30 hours per week, benefits included. This position reports to the County Clerk & Recorder. Job functions; Draft Correspondence for review and signature, must be able to research a variety of topics as requested by the County Clerk & Recorder, must be able to communicate effectively and courteously with staff and the public, assist them with their concerns or questions, and either provide information or refer them to appropriate persons for answers. Attendance at Board of County Commissioner meetings and public hearings, and taking and transcribing official minutes and resolutions, including archiving said documents. Post notices of meetings in accordance with Colorado Revised Statutes. Set Board of Equalization, abatement, and arbitration hearings in accordance with Colorado Revised Statutes. Prepares legal notices for Commissioner public hearings in accordance with Colorado Revised Statutes. Maintains audio copies of Board of County Commissioner proceedings and work sessions. Minimum qualification; requires an associate's degree and one year of experience in an administrative support capacity. Minimum hourly rate \$25.55 -\$27.00 dependent upon qualifications and experience. Position open until filled. Send letters of interest and resume to Human Resources, PO Box C, Ouray, Co. 81427. (970) 325-7332. Ouray County is an equal opportunity employer.



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Deputy Clerk of the Board

Department: Clerk and Recorder

Pay Grade: 11

FLSA Status: Non-Exempt

JOB SUMMARY

Provides administrative staff support to the County Clerk and Recorder as Deputy Clerk of the Board.

ESSENTIAL JOB FUNCTIONS

- Drafts correspondence for review and signature
- Must be able to research a variety of topics as requested by the County Clerk and Recorder
- Must be able to communicate effectively and courteously with staff and the public, assist them with their concerns or questions, and either provide information or refer them to appropriate persons for answers.
- Set Board of Equalization, abatement, and arbitration hearings in accordance with Colorado Revised Statutes. Notifies the petitioners of the hearing dates and prepares information for the Commissioners submitted by the petitioner and the County Assessor. Notifies the Department of Property Taxation, when applicable and the petitioner as to the results of the hearings. in the case of arbitration, maintains a current list of arbitrators and works with the petitioner to select an arbitrator and set up the arbitration
- Maintains lists of all County boards, committees and commissions; notifies member when their terms are about to expire; places notices in the newspaper about vacancies; schedules appointments / reappointments before the BOCC; prepares and sends letters to members going off the boards, committees or commissions and notifies the new appointees of their appointments and terms; updates and maintains the boards, committees and commissions book.
- Attendance at Board of County Commissioner meetings and public hearings, and taking and transcribing official minutes and resolutions, including archiving said documents
- Posts notices of meetings in accordance with Colorado Revised Statutes

- Prepares legal notices for Commissioner public hearings in accordance with Colorado Revised Statutes
- Maintains County Administrator/Commissioner files
- Prepares requests for the Historical Designation from the Ouray County Historical Society, schedules the requests before the BOCC and maintains a register in the Courthouse
- Secures and maintains public hearing exhibits
- Maintains audio copies of Board of County Commissioner Proceedings and Work Sessions
- Maintains the Xerox machine to include ordering of supplies, replacement of supplies, minor trouble shooting and assists people in making copies
- Performs notary duties as needed
- Maintains transparency notices of Special Districts
- Updates and maintains the official exterior posting place bulletin board and indoor bulletin board
- Orders supplies for Administration and the Board of County Commissioners

MINIMUM QUALIFICATIONS

Education and Experience:

Requires an associate's degree and one year of experience in a administrative support capacity.

Special Qualifications:

Knowledge, Skills and Abilities:

- Familiarity with Colorado Revised Statutes helpful
- Strong working knowledge of word processing software, digital recorder, and office practices and procedures, including dictation.
- Excellent written and oral communication with collaborative team building skills

PHYSICAL DEMANDS

Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

WORK ENVIRONMENT

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.