



THE COUNTY OF SUTTER

Invites Applications for

BOARD CLERK III
\$21.50 - \$26.63/Hourly*

FINAL FILING DATE:
OPEN UNTIL FILLED

THE POSITION: *Sutter County is currently recruiting for one vacancy to be filled at either the I, II or III level depending upon qualifications. Please note: Eligible applicants need to apply for each level they would like to be considered for. However, the eligible list established from this recruitment may be used to fill any future Full-time, Part-time or Extra-Help/Temporary opening(s) in this classification for up to nine months.*

The current vacancy is on 9/80 work schedule and requires occasional overtime (2-3 hours per month). Under general direction performs a variety of responsible, technical and specialized secretarial and administrative support functions to the Board of Supervisors, Assessment Appeals Board and various other boards and commissions; performs related work as required.

*The Confidential Unit receives a 3% differential pay (included in the salary indicated above) and 7 days of Administrative Leave per year in addition to other leave accruals. Up to 40 hours of unused Administrative Leave may be converted as a County Contribution to a County sponsored deferred compensation plan.

A typing certificate at 55 wpm is required for the Board Clerk classifications must be submitted with your Calopps.org application.

PLEASE NOTE: *Sutter County no longer accepts paper, faxed or emailed copies of: applications, resumes, licenses or certificates. A valid typing certificate meeting Sutter County's requirements must be submitted and attached to the Calopps.org application to move forward in the selection process.*

(Please see typing certificate information on the second page of this Job Flyer)

JOB DUTIES: Attends meetings of the Board of Supervisors; takes the minutes of the Board, Assessment Appeals Board, commissions, or other public advisory groups; summarizes proceedings of Board meetings for publication; prepares agendas, minutes, and all follow-up work related to Board of Supervisors meetings; proofreads for accuracy, correct forms, content, spelling and proper English usage; Schedules and clerks Assessment Appeals Board meetings, prepares agenda and minutes, processes stipulations, findings of fact and continuances; monitors, reviews and assists in implementing legislative changes as they apply to the Board of Supervisors meetings and Assessment Appeals Board; trains, reviews and coordinates the work of others; records and files MOUs, contracts, agreements, leases and other important documents; independently composes correspondence requiring the application of specialized knowledge and discrimination in the selection of data and interpretation of policies; conducts bid openings and records bids; accepts claims, summons, and complaints against the County; performs research projects, as requested; Oversees, directs and participates in the documentation of policies and procedures; and implementation and use of filing and indexing system(s); files, indexes, publishes, and mails documents as required; prepares documents for microfilming, proofs film; provides input into the budget preparation process based on the needs of the Board Clerks; updates and maintains ordinance

code book, boards and commissions directory, and yearly inventory; responds to requests for information, provide explanation of policies, procedures and processes related to Board of Supervisors' Office; refers complex and/or sensitive concerns to appropriate resource; indexes minutes and ordinances; administers oaths of office; prepares and posts vacancy notices for various County boards and commissions; conducts bid openings and records bids; updates and maintains ordinance code book, boards and commissions directory, and yearly inventory; may need to notice and hold special hearings as required; makes deposits and prepares claims for payment as necessary; may need to assist other County departments as needed.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Knowledge of: Pertinent County government organization, functions, policies, rules and regulations; applicable government codes, rules and regulations; principles and practices of taking formalized and exact meeting minutes; advanced secretarial practices and procedures including grammar, punctuation, spelling, and general English usage; modern office practices, procedures, and equipment; basic mathematics; record keeping, report preparation, filing methods and record management techniques; and computer applications and hardware used in the performance of duties.

Ability to: Take and transcribe minutes, including recording of group discussions; interpret complex and involved discussion; independently compose clear and concise correspondence and minutes; work effectively under pressure; organize work effectively to meet critical deadlines; determine office priorities; interpret, understand, apply and accurately explain specific policies and procedures; learn laws, codes, and statutes associated with assigned work and apply them appropriately; communicate effectively both orally and in writing; maintain records and controls; establish and maintain effective working relationships with staff members and the general public; utilize computer hardware and software necessary in the performance of duties; type 55 W.P.M.

Education and Experience: Four years of increasingly responsible experience performing Board Clerk duties or two years experience equivalent to a Board Clerk II in Sutter County or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Special Requirements: *Essential duties require the following physical skills and work requirements:* Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; hear and communicate orally; sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer, typing, filing, data entry, dictation, and/or use of calculators, ten-key adding machine, or other office equipment or supplies; ability to operate a motor vehicle.

License: Must possess and maintain a valid Class C California State Driver's License.

The recruitment process for this position includes completing an application, providing a valid typing certificate and participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

NOTE: Sutter County utilizes E-Verify to confirm the eligibility of employees to work in the United States.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer. Revised 11/28/18

A Typing Certificate
*is required at a minimum of 55 wpm for
the Board Clerk Classifications
& must be submitted/attached with your CalOpps.org application.*

Sutter County **WILL NOT ACCEPT** typing certificates from online typing certificate companies.

Sutter County will only accept typing certificates from bona fide agencies provided they meet the requirements stated below:

Each of these items must be seen or indicated on your typing certificate:

- **Your first and last name**
- **Agency Letter Head**
- **Signed and dated by test administrator (Must be within one year closing date)**
- **Minimum 3 minute typing test (internet and/or online tests are NOT acceptable)**
- **Gross Words Per Minute including the number of errors and/or % of accuracy -OR- Net Words per Minute**

If any of this information is not on the certificate, it will not be accepted.

Typing Certificates are accepted from the following:

- **Employment Agencies (may be subject to fees)**
- **Other Counties**
- **One Stop Employment Services**

Information on nearby agencies:

Sutter County One Stop
950 Tharp Road
Building 1000
Yuba City, CA 95993
530-822-5120

** Testing Administered:
Monday-Friday
9:00-5:00 pm

Yuba County One Stop
Resource Room
1114 Yuba Street
Marysville, CA 95901
530-749-4918 or 749-4893

** Testing Administered:
Monday-Friday
8:30 - 5:00 pm

** No appointment necessary

** Schedule is subject to change please call to confirm.



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

<u>PERS Miscellaneous Retirement (NON-Safety)</u>				<u>PERS SAFETY Retirement (Law, Fire, Probation Officers)</u>	
Tier 1 Classic PERS Members	Hired @ Sutter County Up to 11-15-2011	2.7 @ 55	8% EE Share by EE	3 @ 50	9% EE Share by EE
Tier 2 Classic PERS Members	PERS Member from 11-16-11 to 12-31-2012	2 @ 60	7% EE Share by EE	2 @ 50	9% EE Share by EE
Tier 3 New PERS Members	PERS Member after 1-1-13 (PEPRA)	2 @ 62	6.25% EE Share by EE	2.7 @ 57	11.25% EE Share by EE
Note: The Tier formula eligibility above depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security.					

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who enroll in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Note: Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

E-Verify: This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS)' in partnership with the Social Security Administration (SSA).

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.