

## SADDLE CREEK COMMUNITY SERVICES DISTRICT

Invites applications for the position of:

### Clerk of the Board (Part-time)

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**SALARY:** \$23.00 to \$29.58 per hour

**OPENING DATE:** 7/18/17

**CLOSING DATE:** 8/11/17

**POSITION:** This part-time position averages approximately 20-25 hours per week. The work schedule may be a combination of office hours and remote work, with mandatory attendance at meetings of the Board of Directors, held on the third Tuesday of each month. The position does not include District-paid benefits.

The full position description is available [here](#). Under general direction performs a variety of highly responsible, complex, confidential and sensitive functions; performs a variety of specialized clerical duties of substantial difficulty and performs related work as required.

#### **QUALIFICATION GUIDELINES:**

**Knowledge of:** Rules and regulations governing public meetings, Brown Act open meeting laws, Public Records Act; general office practices and procedures; modern office systems, procedures and software applications, including Microsoft Office Suite (Word, Excel, PowerPoint Outlook), and Adobe Acrobat; principles and practices of records managements including records retention laws; effective public contact skills; business letter/report writing and business math; shorthand or speedwriting techniques; English usage, spelling, vocabulary, grammar and punctuation.

**Ability to:** Perform a wide variety of detailed, highly responsible clerical work; use independent judgment and initiative, understand and follow oral and written instructions and make sound decisions in accordance with established policies and procedures and; apply, explain and work in accordance with a variety of rules and regulations; maintain the confidentiality of sensitive information; compose correspondence independently; communicate effectively orally and in writing; adhere to multiple deadlines and handle multiple projects; prepare reports with accuracy and speed and make accurate mathematical calculations; meet the public with tact and courtesy; read and write at the level required for successful job performance; operate an personal computer and use application software and; Plan, organize, develop, and maintain office systems and procedures to effectively prepare and distribute board packets and information; maintain cooperative relationships with Board Members, Staff and the public; and take notes using a computer keyboard, or by hand, quickly enough to accurately record and prepare minutes for meetings and hearings.

**Special Requirements** - Possession of a current California Driver's License issued by the State Department of Motor Vehicles.

**Training/Education/Experience:** Any combination of training and experience, which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- High School diploma (required).
- Two (2) years Public sector or four (4) years administrative or secretarial work experience that would provide an understanding of procedures, rules, regulations related to the duties and responsibilities of the public sector board clerk role, including rules and regulations governing public meetings, Brown Act open meeting laws and Public Records Act.

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Desirable:

- Course work in Business Administration or related field is desirable
- Certification or ability to obtain certification, from the California Special District Leadership Academy as a Board Secretary is desirable.
- Certification as a Notary Public or ability to become a Notary Public is desirable.

**EXAMPLES OF DUTIES:** Establishes and maintains a variety of administrative files, including legal documents, resolutions, minutes, agreements, reports and other official records as assigned. Verifies and maintains records related to public works construction projects including preparation and filing of required notices, verifying licenses, prevailing wage payments, release of liens. Coordinates with Board Members to maintain current conflict of interest statements. Maintains appointment schedules and calendars of activities, meetings and various Board events. Coordinates and prepares meeting room for Board and Committee meetings. Maintains and regularly updates agency website and other outreach materials as needed. Receives inquiries and complaints directed to the Board from the public, handling such matters personally or directing them to the proper source; Coordinates training in ethics for Board Members and Management Staff and prepares, maintains, and updates a master list of individuals required to complete the training. May attend management, administrative, and project meetings for planning, make recommendations, take minutes, and maintain related files; Responsible for special projects as assigned; Screens, routes and processes telephone calls as needed and; Perform other duties as assigned.

**ADDITIONAL INFORMATION:**

- A pre-employment medical evaluation, including drug and alcohol screening, is required following an employment offer.
- All new hires will serve a one-year probationary period.
- The Immigration Reform and Control Act of 1986 requires that you must be a U.S. Citizen or an alien lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify their status. California Government Code Sec. 310-3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.
- The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in the bulletin may be modified or revoked without notice.
- Saddle Creek Community Services District is an equal opportunity employer and does not discriminate on the basis of race, color, gender, age, ancestry, national origin, political or religious affiliation, sexual orientation, marital status, other non-job related physical or mental disability, medical condition, or other functional limitation in employment or the provision of service. The District is committed to making its programs, services and activities accessible to individuals with qualified disabilities. If you require reasonable accommodations to compete the employment application and/or participate in the interview or testing process, please contact Peter Kampa at 209-694-7023 prior to the filing deadline. We will attempt to reasonably accommodate applicants with disabilities upon request.

**ASSESSMENT PROCEDURE:** Applicants must be specific and complete in describing qualifications for the position. Based upon the information presented on the Application materials: those applicants possessing the most suitable qualifications will be invited to a written examination, performance examination, oral interview and/or other assessment instrument. Contact Dolores Baker at 209-785-0100 if you do not receive notification regarding your application by August 30, 2017.