

Metropolitan King County Council

Classification Specification



Position: Deputy Clerk of the Council	FLSA: salaried, overtime exempt
Department: Council Administration	Salary Grade: 125
Council Approved: 07/05/17	Revised: 06/02/17

Summary

The Deputy Clerk of the Council coordinates and provides legislative support to the Metropolitan King County Council by facilitating Council member decisions and recording proceedings; assists the Clerk with efficient and uniform flow of information through the legislative process; and serves as appointed Clerk in the Clerk of the Council's absence. The Deputy Clerk of the Council is an at-will classification. This position reports to the Clerk of the Council but is responsive to all members of the council.

Distinguishing Career Features

The Deputy Clerk of the Council serves as a resource to other staff by providing legislative support in the absence of the Clerk.

Essential Duties and Responsibilities

- Oversee and participate in Council agenda preparation.
- Serve as Clerk of the Council in the Clerk's absence.
- Attend Council and committee meetings.
- Advise Council on rules and parliamentary procedures.
- Ensure accurate recording of Council minutes; oversee and prepare transcripts; and compile and prepare periodic reports of Council voting and attendance records.
- Prepare and post ordinances, agendas, minutes, initiatives, referendum petitions, and proposed charter amendments as required by law and Council procedures.
- Prepare adopted legislation for distribution and use by amending and placing documents into databases, and distributing materials to other affected and interested agencies and individuals.
- Receive, acknowledge, and forward summons and other legal documents served on the Council.
- In the absence of the Code Reviser, perform code reviser functions as necessary.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Required Knowledge and Skill

- In-depth procedural knowledge of applicable laws and regulations governing Council activity and permanent public records
- Well-developed knowledge of parliamentary procedures
- Working knowledge of the nature and characteristics of political systems, legislative and judicial processes, and local government mandates and programs
- Working knowledge of principles and practices of civil and administrative law, particularly those relating to municipal governments

- Working knowledge of County functions, strategies, programs, policies, and related legislative, intergovernmental, and community issues and challenges
- Working knowledge of research, comparative analysis, and project steps
- Well-developed knowledge of, and skill in using personal computers, common desktop productivity software, and specialized research tools
- Well-developed math skills to perform statistical and financial analyses
- Well-developed knowledge of modern English to prepare and edit professional reports and talking points suitable for public communication
- Well-developed human relations skill to work with diverse personalities and styles, establish cooperation with work teams inside the legislative branch, facilitate group discussions, make formal presentations in public settings

Required Ability

- Carry out the functions and responsibilities of the position
- Learn, identify, interpret, and apply county and state statutes that apply to the functions of the office of the Clerk of the Council.
- Make definitive interpretation decisions about parliamentary procedure and mandated processes.
- Remain objective with politicians and to properly handle private and confidential communications.
- Present facts and recommendations in a clear, concise, interesting, and logical manner, both orally and in writing.
- Remain calm in a highly visible and often stressful setting, including the ability to respond to Council members, government officials, attorneys and community leaders on the activities and responsibilities of the office.
- Work varying schedules and travel to remote locations.
- Consistent attendance and punctuality.

Education and Experience

The position typically requires an Associate's degree in public administration, political science, business administration, or equivalent discipline and two years of experience in a legal and/or legislative environment. Additional experience in a legislative environment may substitute for some higher education.