

# 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.