

## CLERK TO THE COUNTY COUNCIL

### NATURE AND VARIETY OF WORK

This is highly responsible supervisory work in providing support to the County Council. Work of this class includes responsibility for: (1) maintaining the official journal of legislative actions requiring extensive knowledge of principles and practices of local government administration; and (2) directing a staff of subordinate employees in the timely preparation of Council and District Council minutes. Work is reviewed by the Council Administrator for responsiveness to need.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises supervision over a subordinate staff in maintenance of the official journal of legislative actions.

Prepares Council and Districts minutes and performs other related details essential to the smooth functioning of the legislative and zoning processes.

Prepares budgets reflecting financial requirements to maintain standards in accordance with established procedures.

Handles related personnel administrative responsibilities, including hiring, evaluating and employee skill development.

Organizes staff to meet legally established deadlines; establishes priorities to ensure proper workflow.

Attends all Council meetings to insure accuracy of information relative to Council actions.

Utilizes shorthand and typing skills in varied aspects of Council work requirements.

Sets policies in dealing with public to insure that Council image is reflected through high performance of staff in general.

Periodically reviews and evaluates office equipment, utilizing equipment in lieu of staff time where appropriate.

Ensures that public records documents are properly maintained and easily retrieved.

Establishes liaison with Hall of Records concerning maintenance and disposition of records and supervises ongoing microfilming program for records.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of principles and practices of County public administration.

Thorough knowledge of past and present laws of Prince George's County.

Expert skill in stenographic transcription.

Ability to establish and maintain effective working relationships with County officials and the public.

Ability to organize and administer a legislative recording operation.

Ability to supervise a subordinate staff.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, law or related field, and at least five (5) years of progressively responsible experience in secretarial and/or administrative experience including at least two (2) years in a supervisory capacity; or any equivalent combination of education and experience.