

SNOHOMISH COUNTY JOB DESCRIPTION

MUNICIPAL CLERK II

Spec No. 2103

BASIC FUNCTION

The primary duties of this class are in support of the County's elected and appointed bodies and their administrative and policy functions. Responsibilities include providing administrative support, providing accurate and appropriate products and services, and preparing reports and recommendations for elected and appointed officials.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists other jurisdictions and members of the general public in proceeding through the public process in an efficient and effective manner.
2. Responds to requests for public disclosure pursuant to county code and state law.
3. Conducts issue analysis of matters pending before the appointed or elected body, and analyzes documents submitted for accuracy and compliance with laws and rules.
4. Supervises the scheduling of meetings, hearings, and executive sessions; supervises the notification of parties and the establishment and maintenance of the official calendar; oversees the set-up of recording and amplifying equipment and the materials necessary for public meetings and hearings.
5. Attends and provides staff support at public hearings and meetings; makes verbal presentations and/or recommendations; administers oaths to the public and officials; prepares final written report/decision to incorporate findings, conclusions and decisions reached on assigned issues; establishes certifies and maintains transcripts of recorded tapes of the hearings; supervises the filing of materials and exhibits and the copying of tapes.
6. Maintains communication and coordination with the news media, county staff, local, state and regional chief executive officers on pertinent matters.
7. Identifies legal questions and consults with legal counsel to incorporate expert advice into sound recommendations to be brought forward.
8. Prepares or assists in the development of departmental budget.
9. Reviews proposed state law amendments and new legislation and sends official comments to appropriate agencies; oversees implementation of new laws and revisions.
10. Conducts site visits and visual inspections of properties prior to public hearings or meetings as appropriate; posts legal notices in affected areas for public hearings.
11. Ensures the safety and security of employees and operations while at work.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Responds to county staff, other jurisdictions and members of the public for information regarding proceedings and decisions; assists the public in participating in public processes.

STATEMENT OF OTHER JOB DUTIES

13. Serves on a variety of internal and external teams, committees and task forces as assigned.
14. Provides back-up and peak-load coverage for work of other departmental staff.
15. Performs related duties as required.

MINIMUM QUALIFICATIONS

Seven (7) years proven leadership experience in an office dealing with legal or legislative matters; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Certified Municipal Clerk or paralegal certification is desired. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- laws, legal terminology, and legal and legislative processes;
- principles and practices of public administration and the political process;
- principles and practices of legislative research;
- legal descriptions, maps, planning principles and property descriptions;
- proper English, grammar and spelling;
- bookkeeping, budget/finance procedures.

Ability to:

- written and oral communication;
- use computer and various software;
- be sensitive to political issues and environment;
- use interpersonal skills, including maintaining effective working relationships with public officials, governmental agencies, news media and county staff;
- supervise, train, coordinate and evaluate work of subordinates;
- schedule and manage time independently;

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KNOWLEDGE AND ABILITIES (Continued)

- research and interpret and prepare various records, reports, and documents;
- presentation skills to include presenting cases in a public setting;
- advise appointed and elected officials and members of the public regarding legal requirements;
- decision making skills;
- maintain confidentiality;
- problem solving skills and working with distraught individuals;
- review, interpret and recommend revisions to policy, laws and procedures.

SUPERVISION

The employee receives direction from the Chief of Staff and/or individual council members. The work is reviewed through periodic meetings and status reports and by evaluation of results obtained.

WORKING CONDITIONS

The majority of work performed is in the usual office environment with occasional field trips to view property, post notices and conduct remote public hearings; daily use of computer; work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1982 as Legislative Assistant

Previous Spec No. 380359

Revised: 1990

Revised and Re-titled: January 2001

Revised: January 2010, January 2014

EEO Category: 6 – Administrative Support

Pay Grade: 247 Classified Pay Plan

Workers Comp: 5306 Non-Hazardous