



DINWIDDIE COUNTY  
invites applications for the position of:  
**Clerk to the Board/Executive Assistant**

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**SALARY:** \$44,982 - \$50,894

**OPENING DATE:** September 25, 2020

**CLOSING DATE:** October 16, 2020

[Click here to apply](#)

**General Definition of Work**

Performs difficult administrative work serving as Clerk to the Board of Supervisors, providing assistance to the County Administrator, preparing and maintaining official records and files, providing clerical assistance to County Administrator and staff, and related work as apparent or assigned. Work is performed under the limited supervision of the County Administrator.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.*

**Essential Functions**

Prepares and compiles electronic agenda and agenda packets for Board meetings; duplicates and disseminates packets as appropriate.

Records, transcribes and maintains permanent record of regular and executive meeting and work session minutes; extracts minutes of meetings for inter-governmental and outside agencies.

Manages details related to physical set-up and break-down of on and off-site meetings including refreshments and seating.

Processes approved legal documents, contracts, leases, ordinances, proclamations, resolutions, budget amendments, etc.; notifies appropriate parties of Board action; conducts appropriate follow-up steps with County offices and outside agencies on various action items.

Serves as Freedom of Information Officer; responds to citizen requests for public information subject to the Freedom of Information Act.

Coordinates documentation and compliance related to the Conflict of Interest Act.

Develops and maintains policies and procedures manual for the Clerk to the Board/Administrative Assistant and support staff.

Maintains schedules for Board members at state and local meetings and conferences; coordinates arrangements, invitations and mailings for regional meetings for the Board.

Serves as intergovernmental liaison for the County Administrator; maintains appointment calendar and coordinates meetings of state and federal officials, outside agencies, citizens and the press;

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Submits legal advertisements, public hearings, and public meeting notices to appropriate media publications in accordance with the Virginia Freedom of Information Act.

Serves as Records Officer for County departments, ensuring compliance with the Virginia Public Records Act through training and supervision of records disposition.

Administers special events permitting; updates and processes forms and mailings.

Administers refuse hauler permits; updates and processes forms.

Composes and types correspondence; types a variety of documents including correspondence, forms, reports and related documents, etc. where a knowledge of format and presentation is necessary.

Prepares budget requests and reconciles purchasing card transactions for the Board of Supervisors and County Administration.

Prepares, maintains and records appointments and related information for advisory boards and committees.

Processes incoming and outgoing mail.

Prepares and maintains records for filing; manages storage/retrieval system.

Maintains website for County Administration, Board of Supervisors, public notices, and Boards and Commissions.

### **Knowledge, Skills and Abilities**

Thorough knowledge of the functions and organization of the County government; thorough knowledge of state and local laws concerning County Board of Supervisors terms, powers, regulations, etc.; thorough knowledge of the County's code; thorough knowledge of the rules of order as related to public hearings; thorough knowledge of standard office procedures, practices and equipment; ability to communicate ideas effectively, both orally and in writing; ability to research and prepare reports; ability to establish and maintain effective working relationships with County officials, associates and the general public.

### **Education and Experience**

Requires a Bachelor's degree in Business Administration or related field, supplemented by two (2) years of progressively responsible administrative support experience; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Prefer certification as a Municipal Clerk.

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