

## Clerk of Circuit Court & Comptroller Okaloosa County

### Job Description Clerk to the Board of County Commission (BCC)

Job Specifications			
<b>Classification:</b>	Non-Exempt	<b>Department:</b>	Board Services
<b>Supervisor:</b>	Board Services Director	<b>Location:</b>	Crestview
<b>Salary Range:</b>	NE-5	<b>Schedule:</b>	Monday - Friday 8am - 5pm
<b>Revision Date:</b>	October 16, 2023	<b>Revised By:</b>	Chelsea Law

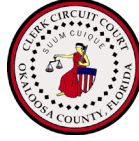
#### Job Summary:

Staff responsible for recording and preparing summary minutes of all Okaloosa County Board of County Commission (BCC) meetings, public hearings, and workshops; recording and preparing summary minutes of Law Library meetings; the custodian of minutes, recordings, resolutions, ordinances, contracts, and meeting support documents; and Clerk delegate for the Value Adjustment Board (VAB).

#### Essential Job Functions:

The list of essential functions as outlined here is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such functions are a logical assignment to the position.

- Attend all regular and special meetings, public hearings, and workshops of the BCC.
- Record the proceedings and prepare summary minutes of each activity ([Statutes & Constitution :View Statutes : Online Sunshine](#)); submit minutes to County Administrator's Office for inclusion on meeting agenda.
- Assign numbers, obtain signatures, and maintain a list of all resolutions adopted by BCC.
- Assign numbers, obtain signatures, maintain a list, and forward copy to Florida Secretary of State within ten (10) days of the adoption of ordinances by BCC.
- Obtain BCC Chairman and Clerk (or designee) signatures on documents approved during BCC meetings.
- Disseminate original leases, contracts/agreements, change orders, task orders, grant documents, invoices, budget resolutions/transfers, and proclamations to respective Departments (Purchasing, Grants, Finance, County Administrator's Office, etc.).
- Maintain database of all current County contracts.
- Image and index minutes, agenda, agenda packet, speaker card(s), resolutions, ordinances, and support document(s), as well as all County, contracts into Clerk designated document imaging software.
- Record easements, deeds, and final plats with Clerk Official Records.



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- Perform duties of Clerk of the VAB as prescribed in Uniform Policies and Procedures Manual for Value Adjustment Boards Section 12D-9.007 Role of the Clerk of the Value Adjustment Board ([Florida Dept. of Revenue - Property Tax - Value Adjustment Board](#)).
- Perform other job duties and special tasks as assigned.

### **Minimum Required Qualifications:**

- Bachelor's degree in Business or Public Administration or a closely related study. Will substitute 4 years of relevant experience in lieu of degree.
- Proficiency in Word and other publishing software.
- Good communication skills, both oral and written.
- Good interpersonal skills and the desire to work in a team environment.
- Accurate keyboarding and data entry skills.
- Must be organized and detail-oriented.
- Walking, standing, or sitting for extended periods at a computer terminal
- Ability to operate a motor vehicle

### **ADA Compliance:**

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **Employee Acknowledgement:**

I have read this job description and I fully understand all my job duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.