**DESCRIPTION:**

***Level I***- The Deputy Borough Clerk performs full secretarial and administrative duties such as typing, filing, answering telephones and other general office duties. The Deputy Borough Clerk is also responsible for the assistance in carrying out the day-to-day operations of the Clerk’s office, prepares and carries out assembly meetings, assembly travel, and maintenance of municipal records in accordance with Borough Code. The clerk will be required to compose and draft memos, letters, general instructions, public notices, and other documents required of the Clerk’s office. As needed, this incumbent may need to assemble data, compile statistics, and generate reports. *5-7 Years of Experience Required*.

***Level II-*** The Deputy Borough Clerk IIperforms all of the functions of the Deputy Borough Clerk with the addition of the day to day interactions with the Borough Mayor, Administration, Assembly, and Borough Residents. The Borough Clerk II will be required to prepare special meeting reports of a non-routine nature. They must be willing to organize and expedite their flow of work through the Borough Clerk and must initiate follow-up action when and where required. A clear understanding of the Clerk’s office and company operations is required at this level. *7-9 Years of Experience Required.*

***Level III-*** The Deputy Borough Clerk IIIperforms all of the functions of the Deputy Borough Clerk II with the exception that this incumbent must be able to work independently for a majority of their responsibilities. This incumbent will organize and expedite the flow of the work through the Borough Clerk and initiate follow-up action when and where required. Requires a high degree of tact and integrity due to the frequency of internal and external contacts and the high degree of exposure to public records data, thorough understanding of Borough Code and Borough Policy and Procedures should be clearly understood at this level. *9+ Years of Experience Required. Must be willing to obtain clerk certifications, State of Alaska Notary, and other mandates designated by the Borough Clerk.*

**DUTIES:**

* Assist the Borough Clerk with duties relating to borough meetings and elections.
* Help ensure that all minutes are taken maintained for Borough Assembly, Committee, and Special Meetings, and filed in a timely fashion and as required.
* Help maintain completed index files of ordinances, resolutions, and incoming and outgoing correspondence. Keep in telephone contact with airlines, hotels, when assembly travels.
* Assist in preparation for all meeting packets including but not limited to the following: Compile, copy, and publication of all meeting notices and distribution of meeting packets and fees.
* Help make travel arrangements as needed for Assembly members and/or the Mayor.
* Serves as the Acting Clerk in the absence of the Borough Clerk.
* Process required purchase orders, travel requests and reports & assure all documentation for payment are made in a timely fashion.
* Performs other general office duties and participates as assigned in the spirit of borough and shared community cooperation.
* Must be able to travel when required.

**MINIMUM REQUIREMENTS:**

* Minimum experience required for leveling/progression defined under position description above
* Associates Degree preferred or equivalent experience.
* Must have experience in business writing, agenda preparation, compiling meeting packets, and distribution of reports to the public.
* Previous election work experience desirable
* Be able to consistently interpret borough code and state statutes and adhere to specified regulations
* Possess the computer proficiency and skills in business applications, Microsoft office and network applications.
* Have the ability to communicate effectively with residents in remote villages of the Northwest Arctic Borough.

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**Employee Date Borough Clerk Date**

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**Mayor Date**