

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 000714
Grade 23**

DEPUTY CLERK OF THE COUNTY COUNCIL

DEFINITION OF CLASS:

This is administrative, writing and recordkeeping work in support of the County Council. Personal contacts are with members of the County Council, Council staff, officials of Montgomery County Government and other County-funded agencies, media representatives, and the general public. Limited one-to-one assistance is provided directly to the public.

An employee in this class takes extensive notes at County Council sessions and uses such notes as the basis for writing accurate minutes which become the official record of proceedings for all regular County Council sessions and official committee meetings. Work requires comprehensive understanding of substantive and technical information and background material on a wide variety of issues discussed at Council meetings in order to report that which is required and/or desired by the Council to be reflected in its minutes. The employee reports to the Secretary of the County Council who assigns the meetings to cover and is available to assist with unusual situations. The employee independently gathers and reviews necessary background material, selects and determines the information necessary to include in the minutes, and handles problems which arise. Work products are given cursory review for conformity to established policies and procedures. Meeting minutes are reviewed by each Councilmember and are generally accepted without substantive changes. Guidelines consist of general administrative policies, previous precedents, and staff directives. The employee uses judgment to apply existing guides and adapt procedures and precedents as necessary and appropriate to accommodate unusual situations which may arise while covering Council meetings. The employee prepares summarized and paraphrased minutes of County sessions and meetings which frequently cover lengthy and technical discussions on a variety of issues. A high level of accuracy is demanded. The issues presented before Council often represent conflicting perspectives or politically sensitive matters which must be appropriately reflected in the minutes. Discussions include ambiguous and vague references which the employee must decipher. Stringent deadlines govern much of the work. The work contributes to the establishment of the historic record of Council proceedings related to County government operations and functions. The work is performed primarily in an office environment and presents no significant hazards to the employee. Periods of occasional prolonged media attention are encountered during County Council sessions and committee meetings. The work requires medium physical effort to take copious notes at a fast pace for extended periods of time. Work outside of normal business hours is required.

EXAMPLES OF DUTIES: (Illustrative Only)

- Attends and takes notes at Council sessions, as assigned; edits, paraphrases, and summarizes information in notes in order to prepare the official accurate written record of Council sessions or committee meetings; follows established format and legal, policy guidelines. Minutes may include background information; summaries of relevant discussions, views, and presentations made by staff and those appearing before the Council; and positions and actions of each Councilmember.
- Oversees the preparation of enacted bills and adopted resolutions to assure accuracy of and

conformance with amendments made in the Council's legislative sessions or regular meetings; assures that deadlines for the transmittal to the County Executive are met.

- Provides prompt, courteous, accurate assistance to staff, press, and public by identifying the intent and interpreting the actions of the Council.
- Reviews content of Council packets prior to meetings to become familiar with the subject matter, issues, and actions being presented and discussed before the Council.
- Serves as Secretary of the County Council in the absence of the Council Secretary; assumes responsibility for verifying accuracy and completeness of actions and bills.
- Performs related duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of or ability to quickly comprehend substantive and technical issues presented to the County Council and ability to organize, paraphrase, and summarize lengthy oral discussions of technical subject matter into clear and concise written minutes.
- Knowledge of those portions of the Annotated Code of Maryland, the Montgomery County Charter, and the Montgomery County Code which cover the basic requirements for conducting Council meetings, keeping minutes, transmitting enacted legislation, procedures to be followed upon veto of legislation, etc.
- Knowledge of the organization, functions, and operations of the County Council, the County Government and bi-County agencies.
- Knowledge of County Council Rules of Procedure and Robert's Rule of Order governing parliamentary procedures.
- Knowledge of English grammar and editing techniques.
- Ability to apply shorthand (or other acceptable recording techniques) and typing skills.
- Ability to establish and maintain effective working relationships with Councilmember, Council staff, and members of the public.
- Ability to attend meetings or perform other assignments at locations outside the office, if necessary.

MINIMUM QUALIFICATIONS:

Experience: Three (3) years of administrative and writing/editing experience recording (in shorthand, speedwriting, or other acceptable recording technique) proceedings of meetings; preparing written edited summary minutes of meetings; and performing related administrative functions.

Education: Completion of high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: August 1977

Revised: June 1983

April 1985

Classification Study: March 1996 (M)

November 1998

April 2010

August 2013

September 2014

Formerly Titled: “Assistant Secretary of the County Council”