



Fairbanks North Star Borough

Human Resources

HumanResources@fnsb.gov
Main: (907) 459-1202
Fax: (907) 459-1187

POSITION TITLE: Deputy Borough Clerk
STATUS: Regular Full Time
SALARY: Level A1, Appointed Position
FLSA: Exempt
PCN: BC10118
UNION STATUS: 00 Non-Represented
REPORTS TO: Borough Clerk
POSITIONS SUPERVISED: Records Micrographics -Imaging Technician
Records Clerk II
(2) Records Clerk I (Perm-Term Positions)
Casual Staff
Early Voting Election Officials

Closes: **01/23/2022** **9:00 PM AK**

BASIC FUNCTION:

This is an administrative position, appointed by the Borough Assembly with recommendation from the Borough Clerk. Work is performed under the general direction of the Borough Clerk and receives only general administrative supervision and advice and is responsible for performing work independently and achieving satisfactory results. The incumbent supervises the office staff and assists with all office functions for the Elections and Records Management divisions. This is a highly visible position, both internally and externally, and requires the ability to attend nightly and weekend meetings, as assigned.

TYPICAL DUTIES:

1. Directly supervises the clerical personnel including participating in the hiring of staff, assigning specific duties, completing and presenting performance evaluations, and undertaking any necessary disciplinary actions.
2. Coordinates the yearly recruitment and training of election officials; oversees the early voting station to include staffing, ballot security and audits; assists with the programming of election hardware and serves as the technical expert to the election system software; reviews all election-related advertising ensuring compliance with borough code and state statutes.
3. Reviews and makes recommendations on election related policies, procedures and manuals. Coordinates vote local campaign.



4. Prepare Petitions for Recall, Referendum, and Initiative.
5. Manage storage and disposition of borough-wide physical records at the offsite records center. Manage storage and disposition of the borough-wide electronic records management system (ERMS).
6. Develop procedural documentation and trains and advises department directors, managers and staff on records management policies, procedures, processes, technology, issues, trends and developments. Conducts new employee orientation sessions regarding records management, records retention and other records related obligations.
7. Evaluate borough-wide department needs based on assessment of records, process, storage, interviews with users, and develops action plans.
8. Review annually and update, as needed, the Borough Records Retention Disposition Schedule (RRDS), for Assembly approval, in accordance with current laws, regulators and judicial decisions.
9. Provide training to new personnel in general functions and specific duties.
10. Prepares annual budget for Election and Records Management divisions with coordination from Borough Clerk.
11. Manages department fix asset inventory.
12. Designated timekeeper for the department.
13. Serves as the Borough Clerk in the Clerk's absence, as designated. Provides supervisory support for the Clerk's Office and Boards Commission Clerks staff in the absence of the Deputy Clerk of those divisions.
14. Serves as Voter Registrar and Notary Public.
15. Attends Assembly Regular, Special and Committee meetings and board and commission meetings, as needed.
16. Represent the Borough at meetings as appropriate. Ability to meet at various locations on short notice.

MINIMUM QUALIFICATIONS:

1. Modern office methods and procedures for filing, indexing, records retrieval, proper English usage, spelling, punctuation and grammar; management and supervisory techniques. Within 5 years after appointment must obtain certified Municipal Clerk designation.
2. Two or more years of college coursework in the Public Administration or related field preferred.

3. Extensive experience in the performance of responsible and difficult clerical work, including two years in a supervisory capacity.
4. Experience in a City or County Municipal Clerks office, some experience in a Mayors office would be acceptable. Any combination of experience and education that would provide the required knowledge, skills, and abilities would be acceptable.
5. Demonstrated ability to operate a personal computer, Windows environment utilizing a variety of software programs including proficiency in MS Word and Excel.
6. Experience in recording and transcribing meetings with a basic knowledge of parliamentary procedure preferred.
7. Demonstrated working knowledge of the basic principles of accounting, fund accounting, or budgetary accounting. Demonstrated ability to learn the computer assisted retrieval system in the records area.
8. Ability to work irregular hours, including late evening meetings.
9. Responsible supervisory background; management experience in a collective bargaining context preferred.
10. Must have and be able to maintain a valid driver's license. Must meet insurance standards and maintain insurability under the Borough's insurance program. If personal automobile is used for Borough business, proof of automobile insurance at statutory limits must be provided. (A CURRENT COPY OF DRIVING RECORD WILL BE REQUIRED UPON REQUEST.)

KNOWLEDGE, SKILLS, AND ABILITIES

1. A working knowledge of Municipal law, Election procedures and State Statutes. Knowledge of legal and administrative procedures relating to municipal record keeping, and record management of public records.
2. Ability to cope with stressful situations firmly, tactfully with respect to the public and Borough staff. Ability to maintain and strengthen a good relationship between the Clerk's Office and the Mayors Administration, Assembly members, and constituents. Ability to maintain effective relations with people of varied racial, ethnic and economic backgrounds. Ability to meet the public and represent the Clerk's Office and Assembly in a professional manner.
3. Must maintain confidentiality of information and ability to use independent judgment.
4. Demonstrated ability to clearly and concisely prepare formal oral and written reports,

and technical studies.

5. Demonstrated ability to establish and maintain effective working relationships with management, coworkers, federal and state officials, public and private groups.
6. Ability to deal effectively and courteously with complaints.

OTHER

1. Incumbent is required to take an Oath of Office as a Municipal Officer.
2. This position requires a criminal background check.

JOB CONTACTS:

Elected and appointed officials. All levels of Borough staff. General Public, Federal, State and local agency representatives.

JOB RESPONSIBILITY:

See basic functions and typical duties.

WORK ENVIRONMENT:

General office where conditions are pleasant, good and clean. Conditions where accidents/hazards are negligible; requires short periods of light lifting, pushing or pulling (1-26 lbs.).

Application Procedure:

Apply Online

Individuals interested in applying for this position must submit a completed online application on or before the closing date and time as specified in the Job Posting. Online applications can be located at www.fnsb.gov by clicking the "Find a Job" button.

For additional information please call (907) 459-1202 or the Borough Direct Job Line at (907) 459-1206.

The Borough complies with the Americans with Disabilities Act (ADA). If you need an accommodation to participate in the application/interview/selection process, contact the Human Resources Office at (907)459-1202 or the EEO office. The EEO Compliance Officer can be contacted at (907) 459-1309.

AN EQUAL OPPORTUNITY EMPLOYER

Updated: 01/03/22 mm