What can I help you with?

What does the Clerk of the Board of Supervisors do?

What can I help you with?

What does the Clerk of the Board of Supervisors do?

This may take a few minutes…

Tanna… can you handle this?

The Clerk of the Board of Supervisors is visible yet behind the scenes.

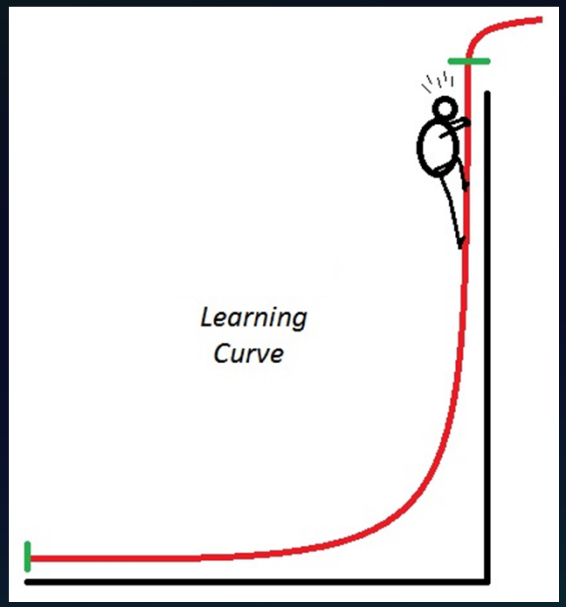
The Clerk sometimes has a staff of 1 to 30.

Or can be a Lone Ranger

… or like a Superman!

Clerk of the Board will:

- ✓ Interact with Supervisors and their staff
- ✓ Supply support when needed
- ✓ Perform administrative or statutory duties
- ✓ **Your Clerk of the Board is a valuable asset as you embark on a very steep learning curve!**



Clerks have a wealth of information at their disposal:

- ✓ Brown Act
- ✓ Conflicts of Interest
- ✓ Parliamentary Procedures
- ✓ Conduct of Meetings
- ✓ ABC's of Local, State & Federal Government
- ✓ Legislative Process

Clerk of the Board must be able to leap tall buildings in a single bound!

… and look refreshed and renewed when landing!

Clerk of the Board is often the first point of contact for citizens seeking information about their county government.

When they need to call on their elected representatives they are often confused, angry, intimidated and frustrated.

The Clerk’s office can set the tone, affect attitudes, and change the perception of government just from that initial contact.

The Clerk of the Board is:

- Required to be at all Board meetings
- Responsible for the agenda

The agenda process is one of the most important and regular functions in county government.

The agenda process is a clear and transparent process so the public is kept well informed!

Clerks are also Historian of Record for the County!

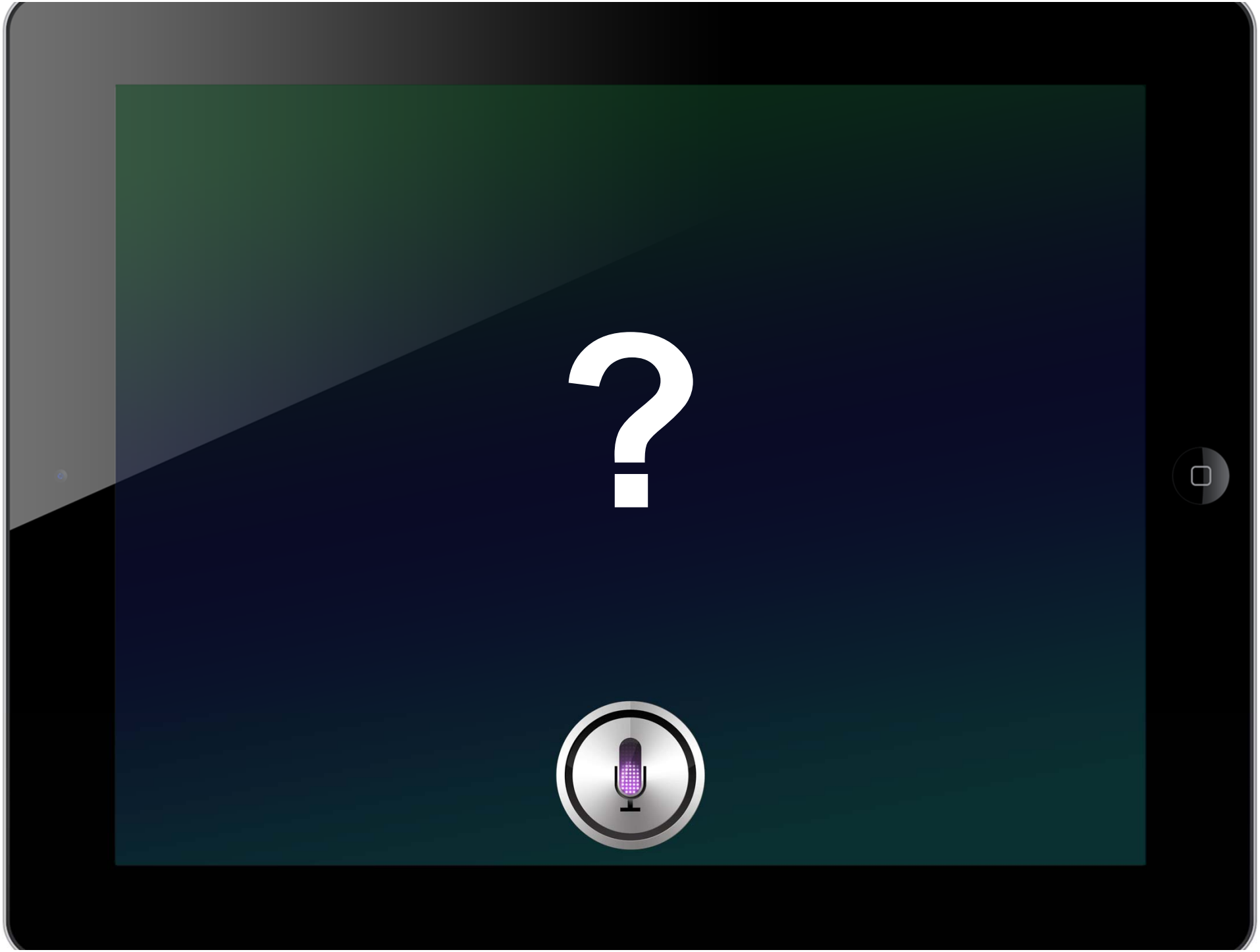
The Clerk of the Board must:

- Maintain a full and complete record of the Board's proceedings
- Have a good understanding of what constitutes a public record
- Be familiar with State law relating to public records
- Be prepared to produce the record promptly, completely and efficiently.

Minutes in the 1800's and early 1900's were written in beautiful script!

The Many Hats of the Clerk of the Board

SERGEANT AT ARMS
OUR PEACE KEEPING FRIENDS
PAPER
ROCK
SCISSORS
"How can I help you?"
Interpreter

The Journey ahead for you will definitely be an E-Ticket Ride!

Disneyland
GOOD FOR CHOICE of ONE
75c "E"
ADULT ADMISSION
TOMORROWLAND
SUBMARINE VOYAGE
MONORAIL to Disneyland Hotel & Return
FANTASYLAND
IT'S A SMALL WORLD
MATTERHORN BOBSLEDS
FRONTIERLAND
PACK MULES thru Nature's Wonderland
CLOSED AT DUSK
SAILING SHIP COLUMBIA
MARK TWAIN STEAMBOAT
NEW ORLEANS SQUARE
PIRATES OF THE CARIBBEAN
CALIFORNIA
COUNTY BOARD OF SUPERVISORS
CSAC 2014
E
C583393
or any other "E" attraction
COUPON