

JOB DESCRIPTION

Job Title: Assistant Board Clerk

FLSA Status: Exempt

Salary Grade: 7

PURPOSE OF POSITION

The Assistant Board Clerk will support the Board Clerk and provide complex secretarial and administrative services to the SCRRA Board of Directors, as well as provide administrative support to SCRRA's Executive Office and ensure effective management of the highly sensitive and confidential information.

DISTINGUISHING CHARACTERISTICS

This is the entry level of the Board Clerk Series. At this level, the incumbent has some latitude for independent judgment and may vary work methods and procedures, but usually within prescribed parameters.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from the Board Clerk and department management/executive staff
- This position has no formal supervisory responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Serve as the primary liaison for the CEO and General Counsel to the Board of Directors in the absence of the Board Clerk.
- Assist with the preparation and distribution of the Board and assigned Committee(s) agenda packets and pertinent agenda materials for meetings.
- Assist in ensuring proper board meeting notifications are given to the Board of Directors and other participants, including timely posting on the Metrolink website for members of the public as required by the Ralph M. Brown Act (Brown Act).
- Assist with in-person and virtual conference room and audio/visual arrangements, conference room set up, and other support materials that are required for all Board and Committee meetings, as well as any Ad Hoc Committee meetings.
- Assist with the processing of per diems for the board members on a monthly basis.
- Coordinate all aspects of the public hearing process including set-up, publishing and distribution of announcements in various media and provide accurate minutes of the public hearings as required by federal, state, and local rules and regulations.
- Use legislative software to monitor board report production, ensuring deadlines and requirements are met by staff.
- Proofread and review finished materials prior to going to the Board for completeness, accuracy, format, appropriate English usage, and compliance with policy and procedures; assemble and review PowerPoint presentations used to support Board and Committee agenda items.
- Type drafts and a wide variety of technical and complex documents from notes, email alerts, or brief instructions.



- Research and compile a variety of informational materials.
- Maintain files to comply with State and Federal rules and regulations of the public hearing process.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- High School diploma or GED, or equivalent, or at least three (3) years of business or secretarial training.
- A minimum of two (2) years of experience as a senior-level secretary/clerk or administrative assistant with agenda preparation.
- A minimum of three (3) years of increasingly responsible secretarial or administrative experience
- A combination of training, education and/or experience that provides the required knowledge, skills and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.
- Valid Class C Driver's license with a satisfactory driving record of no more than two moving violations and no DUIs within the last three years.

Preferred Qualifications

- Bachelor's degree in Business, Public Administration.
- Experience working with public (elected) officials in the transportation or public agency field.

Knowledge, Skills, and Abilities

Knowledge of:

- Board responsibilities, policies, procedures and regulations.
- Laws, rules, and procedures pertaining to notices, minutes, records, reports, agendas, materials and correspondence for a public agency.
- Mathematical analytics and trend analysis.
- SCRRRA policies and procedures.

Skilled In:

- Microsoft Office.
- Strong verbal and written communications.
- Office practices and procedures.

Ability to:

- Plan, organize, prioritize, multi-task, and monitor the work of a Board Clerk's office.
- Compile, analyze, and interpret complex data.
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, and budgets.
- Analyze situations, identify problems, and recommend solutions.
- Maintain official records and files.
- Process confidential information discreetly.
- Interact effectively and work cooperatively with Board members, elected officials, members of the public and employees at all levels of the organization.



- Travel to off-site locations for Board meetings and/or hearings.

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Updated: June 2025

