



Class Title: Assistant to Commissioners

Pay Grade: 6

FLSA Designation: Exempt

Established: 3-09

Revised: 8-20

Class Summary/Primary Function

The primary function of an employee in this class is to coordinate and supervise the daily operations of the County Commission office and provide direct administrative support to the Commissioners. As the only position in the Commissioner's office, the position serves as the primary liaison to the public and employees, receiving and responding to concerns, issues, suggestions and other thoughts about County business. The position plans, organizes and coordinates Commissioner meetings, hearings and public forums and provides direct oversight for many County projects. The work is performed under the supervision of the County Commissioners and in coordination with the County Clerk. Considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of the position are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Communicates and works directly with the county Clerk to coordinate with County personnel, Elected Officials and Department Heads; and, to modify and assign work, revise procedures, and ensure employee efficiency and effectiveness in providing excellent customer service in carrying out the goals and objectives of the County;
- Works as a deputy clerk to assist in performing duties required as Clerk to the Board of County Commissioners;
- Provides administrative support to the County Commissioners;
- Monitors general day-to-day operation of the Commission office;
- Receives and responds to public comments, concerns, suggestions, etc.;
- Prepares Commissioner meeting agendas and compiles related information;
- Attends, takes minutes, and prepares necessary records of Board of County Commissioners meetings including: executive sessions;
- Ensures the publication of legal notices and retention of records relating to Commissioner decisions;
- Coordinates with attorneys and others concerning County legal matters;
- Develops and maintains a variety of documents, including correspondence, spreadsheets and reports;
- Performs historical records searches;
- Communicates with other municipalities on issues of mutual concern;
- Answers incoming phone calls, greets the public, assisting and providing referrals to other departments or staff as needed;

- Manages special projects as assigned;
- Operates standard and specialized office equipment such as computer, typewriter, copier, electric stapler, hole-puncher, fax machine, postage meter, and related equipment;
- Responds to public records requests;
- Creates, types, and proofs memos, letters, and documents of a confidential nature;
- Prepares resolutions from the Commissioners;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County and Court policies, procedures and safety practices.

Other Duties and Responsibilities

- Provides technical expertise related to audio/visual equipment, computers and other office equipment;
- Performs related work as required.

Competency Requirements:

Knowledge of:

- County government practices, budgets, procedures and departmental relationships;
- Customer service procedures, techniques and objectives;
- Operation of a personal computer and job-related software;
- Preparation and maintenance of records, files, reports and schedules;
- Transcription and preparation of legal documents, findings, orders, correspondence, and related documents;
- English grammar, spelling, punctuation, and composition;
- Basic bookkeeping and accounting practices and procedures;
- Current office practices and procedures.

Ability to:

- Read, understand and explain complicated statutes, legal document and financial reports;
- Mediate concerns and remain neutral in receiving complaints, suggestions, issues, etc.;
- Supervise and manage Commission office operations;
- Make decisions where established policy and procedures do not always apply;
- Work independently when supervision is not readily available;
- Prepare, review, and maintain files, records, reports, databases, and correspondence, determining content and follow-up, if required ;
- Understand and follow oral and/or written policies, procedures, and instructions;
- Operate standard office equipment, a personal computer, and program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with the public, supervisory personnel, attorneys, court personnel, local elected officials, and other County employees under occasionally stressful conditions;
- Maintain a professional demeanor;
- Perform basic bookkeeping and accounting functions;
- Communicate clearly and concisely, orally and in writing;
- Respond to citizen requests in a courteous and effective manner;

- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Maintain confidentiality.

Acceptable Experience and Training

- High school diploma or GED equivalency and two (2) years college or supplemental training in secretarial science, general business, or related field is required; and
- One (1) years progressively responsible office experience providing experience with County administrative processes and complex secretarial duties is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of the job.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files, and prepare documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 30 lbs. and to work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.