I. PURPOSE SUMMARY. Plans, organizes, coordinates, and performs a wide variety of complex and confidential administrative functions in direct support of the department head/elected official for the assigned department.

II. ESSENTIAL DUTIES.

(A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

- Assists the Department Head/Elected Official in his/her duties;
- Composes correspondence, reports, spreadsheets, requisitions and documents for the signature of the supervisor, applying considerable knowledge of county objectives and policies;
- Prepares and files official records such as notices, minutes, agendas, resolutions, and ordinances for official meetings as assigned;
- Maintains accurate records and files, examines reports, responses, legislation or other material to determine action or additional information needed;
- Fulfills requests for all office supplies, equipment, and/or materials needed;
- Responsible for development of written protocol to address issues such as: cash handling, purchasing, and equipment repairs;
- Communicates and responds to inquiries in verbal and written form;
- Prepares, analyzes, and maintains the department budget;
- Functions as the point of contact on department budget matters;
- Reviews, examines and analyzes accounting records of department or vendor to verify accuracy of figures, makes necessary corrections or lists discrepancies for adjusting;
- Assists with coordinating any department grant programs and may be the point of contact on grant administration matters;
- Performs equipment maintenance responsibilities and maintains pertinent records;
- Handles all requests for information pertaining to duties assigned;
- May coordinate the logistics for setting up meetings, and represent the department at meetings, as directed;
• May supervise other secretarial and clerical staff;
• Responsible for knowing and abiding by all department and county policies and procedures.

III. ADDITIONAL DUTIES.

1. May be required to drive county vehicle for community outreach events.
2. Additional duties as assigned.

IV. QUALIFICATIONS.

A. Education. High School Diploma

B. Experience. Five (5) years of increasingly responsible administrative, accounting, budgeting, or support services experience.

C. Experience/Education substitution. Per County Policy

D. Licenses/Certifications. Valid unrestricted driver’s license.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver’s license record, etc.). Must pass a background check and must maintain a current driver’s license.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of office procedures and practices, computer operation including word processing, spreadsheet and database programs, administrative techniques and organizational skills, and filing and record keeping systems; inventory control procedures; Principles and procedures of budget preparation, control, financial record keeping and reporting; Business English, spelling, grammar and punctuation and basic arithmetic.

Must have skill in exercising independent judgment in various situations and to determine appropriate action; drafts correspondence following verbal or written instructions from Department Head; handles sensitive and confidential matters and situations; and works with a culturally diverse population. Must possess technical writing skills and be able to establish and maintain effective and cooperative working relationships with others.

2. FREEDOM TO ACT. Assignments are made by defining objectives, priorities and deadlines. The position handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. Work is reviewed for conformity to policy and requirements

3. GUIDELINES AND JUDGMENT. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures and for application and in making minor deviations to adapt to specific cases. Where existing guidelines cannot be applied, or significant deviations from the guidelines are proposed, supervisory assistance is required.

4. PHYSICAL DEMANDS. While performing the duties of this job, the employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment, and must be able to move about the work environment. The employee must frequently move or re-
position up to 10 pounds, occasionally, 25 pounds. Specific vision abilities include close vision and the ability to adjust focus. Must be able to reliably and consistently move between work-related sites within the County.

5. **WORK ENVIRONMENT.** Essential duties are performed indoors under normal controlled temperature conditions. Work surface is even, carpeted, tiled and/or a concrete floor.

6. **SUPERVISORY RESPONSIBILITY.** Work is performed under general supervision of the assigned supervisor. May supervise other secretarial and clerical employees, as assigned

IV. **EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: 

______________________________  ____________________________

*Employee*  
*Date*