

## HILL COUNTY

### POSITION DESCRIPTION

March 2019

**POSITION:** Administrative Assistant, Secretary/Clerk

**DEPARTMENT:** Commissioners

**ACCOUNTABLE TO:** Commissioners

**SUMMARY OF WORK:** Performs administrative and secretarial duties for the Commission.

#### **JOB CHARACTERISTICS:**

**Nature of Work:** This position performs duties requiring attention to accuracy, detail, and timeliness. Handles communication with the Commission tactfully and appropriately with County personnel as well as persons of the general public; interacts tactfully and professionally with angry/concerned constituents. Maintains confidentiality of sensitive information. Must be flexible to meet demands of position. Position must be able to work well independently.

**Personal Contacts:** Daily contact with the public and all county departments to answer questions and provide information.

**Supervision Received:** Supervision from the Commissioners.

**Essential Functions:** Position requires ability to communicate orally and in writing; answer the phone; take minutes; interpret relative laws and statutes; maintain records; calculate fees; type; file; schedule; research information; computer skills, especially Microsoft Office; prepare claims; and operate other office machines.

#### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

Records actions taken by the Hill County Commission; takes minutes of meetings, transcribes notes and records them into the Commissioners Proceedings Book; takes follow-up actions and indexes actions. Maintains road proceedings book.

Schedules Commission's calendar; answers/screens calls; assists public with questions and answers when the Commission is unavailable; opens and sorts mail; answers correspondence by phone, email or composition; draws up resolutions, ordinances, agreements, and proclamations.

Acts as a liaison between Commission and all other departments by notifying offices of Commission decisions and bringing concerns to the Commission's attention. Routes correspondence and items that are approved or disapproved to proper departments.

Maintains files, researches past proceedings and other county records to present information to Commission, handles billing for all leases, agreements, and contracts that Commission executes.

Prepares solicitations for quotes and bids, prepares legal notices and recap of Commissioners proceedings in accordance with applicable State statutes.

Keeps track of Beaver Creek Water Contracts, issues, and other papers related to the dam.

Keeps ordinance file updated; issues permits and licenses.

Computes office and some departmental budget needs.

Keeps track of all agreement, contract, board appointments, and lease expiration dates for renewal.

Keeps Commissioners informed of upcoming meetings or activities needing attention.

Schedules meeting rooms for Commission meetings including setting up for meeting and preparing items needed.

Performs other related duties as required.

**JOB REQUIREMENTS:** The successful applicant must be able to perform the following job requirements with or without reasonable accommodation.

**Knowledge:** This position requires knowledge of secretarial practices and procedures; basic knowledge of processing and filing documents; knowledge of legal and land descriptions.

**Skills:** This position requires skills in typing, filing, calculating, and use of a computer and other office machines.

**Abilities:** This position requires the ability to: work independently; be tactful and diplomatic; deal with stressful situations; maintain confidentiality; pay attention to accuracy and timeliness; handle and organize multiple projects simultaneously; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma.
- Three or more years' experience in an office setting with secretarial and clerical practices and the use of office machines preferred.

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Effectively records actions taken by the Hill County Commission.
- Capably schedules Commission's calendar and keeps Commissioners informed of dates.
- Capably assists public with questions when the Commission is unavailable.
- Capably prepares resolutions, ordinances, agreements, and proclamations.
- Competently acts as a liaison between Commission and all other departments.
- Keeps track of all agreement, contract, board appointments, and lease expiration dates for renewal.
- Accurately bills for all leases, agreements, and contracts that Commission executed.
- Accurately prepares legal notices and recap of Commissioners proceedings in accordance with applicable State statutes.
- Capably computes office and some departmental budget needs.
- Keeps commissioners informed of upcoming meetings or activities needing attention.
- Maintains confidentiality of sensitive information.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.