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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Board of Commissioners	CLASSIFICATION:	003
SUPERVISOR:	Board Office Administrator	SALARY RANGE:	21
UNION (Y/N):	No	LOCAL:	NA

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**GENERAL STATEMENT OF DUTIES:** Perform secretarial/clerical duties in support of the department, including answering telephone and greeting public, providing requested information, typing, scheduling appointments, issuing receipts and maintaining records. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Compose, type and edit correspondence, memos, reports and other documents as necessary.  
Prepare reports as directed.

Maintain files and records for department.

Process Public Records Request according to approved policy and procedure and follow up with each Request appropriately.

Enter data and maintain document tracking system.

Index Commissioners' Journal.

Answer telephones, greets visitors and direct inquiries to appropriate area.

Prepare claims for payment and review. Research payment histories and maintain appropriate files.

Process and distribute incoming mail. Prepare record of daily mail received. Receive and record incoming monies. Prepare outgoing mail, deliver mail, claims and receipts.

Assist Board with special projects.

Schedule meetings and appointments as necessary. Monitor and maintain office supplies and office equipment.

Maintain high level of confidentiality in regard to issues encountered.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not normally a responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work under the direct supervision of the Board Office

Administrator, who assigns and reviews work for conformance with established policies and procedures.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to high school graduation and three years providing administrative support in a general office setting. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of office practices and procedures. Familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to correctly identify those issues which require confidentiality and to maintain the high level of confidentiality. Ability to work effectively with a wide variety of visitors and members of the public. Ability to communicate effectively in both written and verbal form. Ability to organize, prioritize and produce accurate work product. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.