

# Uintah County

## Job Description



<b>Title:</b>	Commission Secretary	<b>Code:</b>	534
<b>Division:</b>	Executive	<b>Effective Date:</b>	3/07
<b>Department:</b>	Commission	<b>Last Revised:</b>	2/12
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	22

GENERAL PURPOSE

Performs a variety of **advanced secretarial and general administrative** duties as needed to expedite the maintenance, recording, and processing of county commission actions, information and communications. Assures office compliance with established statutory guidelines governing various county administrative functions.

SUPERVISION RECEIVED

Works under the general supervision of the Board of County Commissioners. Receives functional supervision from the elected County Clerk.

SUPERVISION EXERCISED

May provide immediate to close supervision to part-time or seasonal clerical support staff and general supervision for the Human Resource clerical staff.

ESSENTIAL FUNCTIONS

Serves as executive secretary to the board of county commissioners; conducts research of data, information, records and files; maintains various administrative, project and executive files; takes dictation for a variety of types of correspondence; operates electronic recording equipment, transcribes recordings; prepares longhand or shorthand notes and composes letters, memos, and other communications of general, personal, or confidential nature; proof-reads outgoing public lands documents; prepares documents for executive signature.

Attends commission meetings; takes notes, compiles information, determines proper wording, types and records minutes of Commissioner's acts and proceedings; maintains official minute book as required by state code; maintains minute and exhibit books; condenses monthly meeting records and readies for publication, submits condensed briefs for newspaper publication; files the same under established categories according to title, subject, and name, maintains a variety of files related to ordinances, oaths, bonds, insurances and contracts; creates and maintains a variety of files, records, and documents on various administrative actions, projects and programs; monitors commission budget and apprises commission of budget activity and status.

Monitors statutory calendar; schedules meetings, hearings, bid openings, appointments, etc. for administrative and policy making personnel; formats and types agenda; makes travel arrangements; apprises commission of actions and activities as needed to assure compliance; prepares resolutions and documents as needed to expedite and facilitate statutory processes and procedures; secures necessary signatures; maintains agreement, resolutions and ordinance books (alpha & numeric).

Oversees indigent funds; monitors processes and procedures; assures proper execution of administrative duties related to indigent applications; conducts employment verifications as needed to consider eligibility for assistance; coordinates services for indigents with local agencies, health organizations, health care providers, renters and lodgers; makes determinations for emergency assistance

Prepares public notices and press releases related to general announcements and statutory functions, i.e., Board of Equalization hearings, Delinquent Property Tax Deed hearings, bid management, various claims for payments from the county, payroll authorization, county deeds, executive sessions and actions, agreements, contracts, reports & publications, administrative appeals, ordinances and resolutions, grievances, petitions for budget changes, etc. attends all hearings and takes minutes of the same, distributes meeting information and letters as required including providing documentation to State Board of Tax Appeals.

Manages central purchasing activities; purchases office supplies, materials and equipment; receives and processes various claims for payment issued to the county commission to the county auditor's office; assures proper distribution of expenses to various departments; receives, signs, codes related invoices.

Manages county car pool; checks vehicles in and out; issues and tracks status on credit cards and vehicle keys; monitors mileage records; receives and tracks receipts; schedules maintenance, servicing, cleanings, etc.

Serves as receptionist to the administrative offices and board of commissioners; receives, screens, routes, and processes calls and public inquiries; directs callers and visitors to proper areas; receives, screens and distributes mail; schedules access and use of commission meeting rooms..

Performs related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### 1. Educations and Experience:

A. Graduation from a standard senior high school with course background in general office practices and skills; plus two (2) years of specialized training in secretarial sciences, general business or related field;

AND

B. Four (4) years of progressively responsible experience providing exposure to county administrative processes and complex secretarial duties;

OR

C. An equivalent combination of education and experience.

##### 2. Required Knowledge, Skills, and Abilities:

**Considerable knowledge of** modern office practices and procedures; secretarial procedures and methods related to filing and documenting; English composition, spelling, grammar, punctuation, etc.; interpersonal communication skills and telephone etiquette; standard office equipment operation.

**Working knowledge of** various computer software applications for word processing and database files and records, principles of local government administration; county administrative policies and procedures; general bookkeeping and accounting procedures.

**Ability to** operate standard office equipment efficiently; communicate effectively, verbally and in writing; make basic decisions where established procedures do not always apply; perform basic mathematical computations; develop effective working relationships with supervisors, fellow employees, and the public; work independently when supervision is not readily available; maintain confidentiality as needed to assure responsible public and administrative interactions.

##### 3. Special Qualifications:

Must be able to type at a rate of 60 words per minute. May be required to be a notary public.

##### 4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing required. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity necessary. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking; guided and creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)