

Job Title: Administrative Assistant IV/Deputy Clerk
Department: County Commissioner's Office
Supervisor: BOCC Administrative Manager
Grade: 10
FLSA Status: Non-exempt
Last revision: 12-4-14

Job Scope

Summary:

This position is responsible to the Board of County Commissioners (BOCC) for the effective management of the BOCC Office and associated functions, and performs those functions with direction from the BOCC Administrative Manager. Assigned work involves responsibility for exercising independent judgment based upon knowledge of County and departmental functions. The Administrative Assistant handles confidential information that cannot be shared outside the BOCC Office. Decisions are non-routine in nature, and the consequence of error can have a serious impact on the office and its internal and external customers.

Coordinates the BOCC activities, works closely with all Elected Officials, Civil Counsel and Department Heads and serves as liaison between internal and external customers and the BOCC. Performs advanced secretarial, clerical and administrative work and provides professional support to Civil Counsel. Failure to comply can have serious consequences for the County.

Serves as Clerk to the BOCC under the authority of the County Clerk/Auditor as defined by Idaho Code and performs complex secretarial, clerical and administrative work for the BOCC. Responsibilities include recording meetings, preparing minutes, attesting to official documents, and distributing as instructed. There is significant responsibility to assure all requirements are met as per Idaho Code. The office is fast-paced and requires the ability to multitask, prioritize and manage time.

Essential Functions

The following duties are shared:

1. Coordinates and schedules all activities of the BOCC.
2. Prepares and posts notices and agendas and prepares packets for regular meetings, special meetings, executive sessions and hearings. Assures all meeting requirements are met as per Idaho Code.
3. Serves as Clerk to the Board of Commissioners – responsibilities include recording meetings, preparing minutes, attesting to official documents, and distributing as instructed. Assures all requirements are met as per Idaho Code.
4. Works with Elected Officials, Department Heads and all other public requests on day-to-day issues, special projects and urgent matters. Assists in solution development and uses independent judgment in the resolution of problems.
5. Works closely with Civil Counsel on various matters, includes researching State and County Codes, drafting of documents and the monitoring of on-going contracts for various County departments;
6. Maintains County Resolution records and County Ordinances as per Idaho Code requirements.

7. Assists the BOCC when acting in their capacity of the Board of Equalization for tax assessment appeal hearings. Requires working with the Assessor's Office, the State Tax Commission and the public in preparation for tax assessment appeal hearings. Assures all requirements are met per Idaho Code.
8. Responsible for the proper handling of the applications for Tax Exempt Status. Requires working closely with Civil Counsel, the Treasurer's Office and the Assessor's Office. Assures all requirements are met per Idaho Code.
9. Responsible for developing and maintaining web pages for the Commissioners and County Advisory Boards and Committees.
10. May respond to Public Records Requests of the BOCC Office as per Idaho Code.
11. Responsible for performing day to day operations of the BOCC Office, including answering phone calls, the handling of incoming and outgoing mail, processing of invoices, reconciliation of credit statements, preparation of travel reimbursement requests, ordering office supplies etc.

Secondary Functions

1. Notary Public – notarizes documents for the BOCC, county offices and the public as needed.
2. Performs all other duties as assigned.

Job Specifications

1. Associate's Degree or Certification from a two-year college or professional/technical school or program in administrative or office management practices or a closely related field is preferred; a minimum of three years' experience in local government or related office setting or equivalent combination of education and experience.
2. Knowledge of county government organization, functions and policies.
3. Superior understanding of the methods and procedures of preparing, recording, filing, archiving, indexing, retrieving, and managing records and documents.
4. Ability to use a personal computer and use Microsoft Office Suite, databases specific to the County, internet, Microsoft Outlook, use a telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment and the ability to type approximately 60 wpm. experience in Google applications preferable,
5. Good understanding of legal terminology, formats, and processes is preferred.
6. Ability to work irregular hours and travel if necessary.
7. Must possess a valid driver's license.

Work Environment

This position requires the ability to perform the physical activities necessary to complete the essential functions of the job. While performing the duties of this job, the employee is regularly required to use hands to keyboard, handle, or manipulate tools used in performing the job. The employee is frequently required to stand, walk and sit. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate.