

## JOB TITLE: ADMINISTRATIVE ASSISTANT II/DEPUTY CLERK



Department: BOCC  
Supervisor: BOCC Office Manager  
Supervision Exercised: None  
Exempt Status: Hourly  
Benefits Eligibility Status: Eligible  
BOCC Approval:

### **SUMMARY**

Provides general clerical and receptionist duties and responsibilities for the BOCC. Serves as front-office receptionist in greeting and appropriately directing or providing information to members of the public and users of the division both in person and over the phone.

The Administrative Assistant is a clerical support position providing general clerical and receptionist functions to the BOCC. Work involves a variety of regular and recurring situations where some judgment may be required to apply standard practices and decision-making within clearly defined parameters. Works under direct supervision of the Office Manager. Communicates heavily with others inside the department, and regularly with constituents. Work has a moderate but distinct impact on the operations of the BOCC. Work is typically performed indoors in an office setting. Typically involves low intermittent stress during periods of heavy activity.

Serves as Clerk to the BOCC under the authority of the County Clerk/Auditor as defined by Idaho Code and performs 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 essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Greets people in person at the front desk or over the phone. Answers inquiries, and directs callers or visitors to the appropriate resource or individual for inquiries for other departments. Takes and routes messages appropriately for employees absent or unavailable.
- Performs a variety of clerical duties for the BOCC including responding to correspondence, standard memos and letters, reports, notifications, etc. as directed.

- Maintains professional and effective working relationships with other employees, the public, clients and other agency professionals.
- Screens incoming calls, mail and public contacts to evaluate and direct inquiries.
- Coordinates and schedules activities of the BOCC.
- 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.
- 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.
- 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.
- Maintains County Resolution records and County Ordinances as per Idaho Code requirements.
- 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.
- 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.
- Responsible for developing and maintaining web pages for the Commissioners and County Advisory Boards and Committees.

## **SECONDARY FUNCTIONS**

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

## **JOB SPECIFICATIONS**

- Sufficient combination of knowledge, skills and abilities to competently perform the essential functions of the job. High school diploma or equivalent required.
- One-year clerical experience or other related experience as needed to perform clerical duties and other essential functions of the job.
- Knowledge of county government organization, functions and policies.
- Must have a clear understanding and knowledge regarding confidential requirements related to information contained therein during working and non-working conditions.
- Ability to accurately and proficiently type at or about 50 wpm using standard keyboards and personal computers.
- Must possess the ability to multi-task and prioritize while working with several other people at one time in a fast-paced environment.
- Must possess good organizational, telephone and communications skills.

- Must possess a current driver's license valid with history of good driving record.
- Must possess good work habits and the ability to perform set instructions as directed, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and general public.
- Ability to use a variety of general office equipment including, but not limited to, personal computers, related software, telephones, fax machines, printers, and copiers, etc. Also includes Microsoft Office, GSuite Office.
- Ability to perform general math and reading skills as needed to perform the essential functions.

### **PHYSICAL ABILITIES & WORKING CONDITIONS**

This position requires the ability to perform the physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); standing, walking, frequent fingering, grasping, and repetitive motions. Requires good general vision and hearing.

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**Disclaimer:** This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_