

Bonner County Job Description



JD Approved by BOCC: 6/15/2021

Title: Executive Assistant/Deputy Clerk

Department: Commissioners

Supervisor: Operations Manager/Deputy Clerk

Supervision Exercised: NO

Job Description Revision: 5/5/21

General Summary:

Coordinates BOCC activities, works closely with all Elected Officials, Civil Counsel, and Department Heads/Managers, serves as liaison between internal and external customers and the BOCC. Performs advanced administrative work and occasionally provides professional support to Civil Counsel. Failure to comply with statutory requirements can potentially have serious consequences for the County. Serves as Clerk to the BOCC, deputized by the County Clerk, and performs complex administrative work in support of the BOCC such as meeting preparation, recording, attesting to official documents, and completing minutes. Must ensure that all requirements are met as per Idaho Code. Must multitask, prioritize and manage time daily. Other seasonal responsibilities include compiling and reviewing all non-profit property tax exemption applications in Bonner County, receiving and scheduling Board of Equalization Property Assessment Appeals (sometimes up to 500 in four weeks), and compiling BOE appeals for the State Tax Commission.

Essential Functions:

- **BOCC Business meetings:** The BOCC meets weekly to approve county business. Works directly with all department heads and Elected Officials to discuss, receive, and agendaize any item that the BOCC must approve including invoices, contracts, agreements, MOU's, MOA's, and a multitude of others. Checks each item to make sure the necessary approvals are in place (auditing/legal). Makes recommendations to the BOCC regarding the agenda based on preliminary findings on items. Organizes, prioritizes, and prepares agenda along with posting in appropriate locations as per Idaho Code. Prepares and takes meeting minutes, also now responsible for streaming/virtual participation in business meeting at the same time as taking minutes. Required to guide staff through the meeting and make sure all business is completed. Upon meeting completion documents must be processed, emailed, mailed, etc to the appropriate individual or agency and filed accordingly.
- **Other Meetings.** Schedules meetings/workshops/hearing/executive sessions for the board, other than the business meeting, that may involve individual county departments or outside public entities. Must use good judgement on whether such meeting should take place and whether the entire board should be involved or one commissioner. Must coordinate the individual schedules of all three commissioners to schedule each meeting request. All meetings, per Idaho Code, must be scheduled in a particular timeline to be appropriately noticed to the public. These meetings are also clerked, with recorded audio and accurate and complete minute taking. With outside entities, may have to coordinate with technology for electronic sharing and/or streaming due to individual needs. Also schedules appointments and meetings with constituents on an individualized basis for each of the commissioners on behalf of their own calendars. Must communicate with entities and county departments to have agendas and documentation prior to date of meeting.
- **Non-profit Tax Exemptions.** Must keep a detailed document that lists entity, address, contact person and parcel(s). Determine which form/documentation is needed based on yearly rotation for each individual entity. Coordinates with entity representative appropriate application is filled out and proper documentation is received. Once received, all applications must be scanned into system and appropriately placed in each individual folder electronically, organized by the year of exemption. Must coordinate with legal attorneys on application review. All applications are then compiled and placed on a spreadsheet and are brought forth to the commissioners at a formal meeting. Once decided, approval or denial letters are mailed to each individual non-

profit organization. Coordinate proper exchange of information based on exemptions approved by the BOCC with Assessor's Office.

- Receives, reviews and schedules Board of Equalization appeals and coordinates with the Assessor's Department on each appeal received. Keeps track of communication with appraisers and taxpayers in regards to appeal documentation, scheduling and assessor response. Creates spreadsheet with scheduled hearings that include owner name, parcel number, and time. Organizes appeals by day and time. Creates binder for each board member that is in order of time, with a copy of the appeal, all associated documents and the response from the Assessor's Office. All must be done in a timely manner, at least a day in advance, as this allows the board to review prior to the hearing itself. Records audio and creates minutes for each individual hearing that includes timing of all public testimony. After each day is complete, gathers all original documentation for each hearing and filed appropriately to be available if requested from the State of Idaho. Decision letters are scanned into the system and emailed to the Assessor's Office and mailed to each appellant on the next business day. If requested from the State, must transfer audio to a disc and original documentation is mailed. Package of original documentation and minutes are also scanned and forwarded to the Auditor and Assessor.

Secondary Functions:

- Only done by BOCC Office: Bonner County Budget in its entirety is set in the BOCC office, beginning with budget workshops. Departments must be chosen based on necessity and scale of budget. Must speculate time and needs of each department and schedule accordingly. Must block out time in order to accommodate any time that may be needed for all budget discussion. Records audio and creates minutes for each workshop and hearing.
- Advisory Boards. Oversees two advisory boards. Must schedule meetings, keeps track of members and their terms. Organizes agenda with the help of the Chairman. Emails all correspondence out to the members of the board and any necessary staff. Records audio and creates minutes. Publishes agenda and approved minutes on board web page.
- Fire Annexations. Must verify all documentation is accounted for per Idaho Code and processed followed accurately. Scans and emails all pertinent information to the GIS Department to verify legal descriptions and maps. May have to consult with the legal department if deemed necessary. Creates memo and gathers all documentation to be put on the agenda for a board decision. Records and mails all original documentation to the State of Idaho.
- Mail. Checks, scans and documents on a spreadsheet all mail received. Forwards to the board and select department individuals if deemed necessary.
- Public Records Requests. Receives and forwards, by scanning and emailing, to appropriate records custodian in their respective department.
- Notary. Notarizes for members of the general public and/or staff members and the board.
- Responsible for office accounts payable.
- Daily. Works with department heads, elected officials and a multitude of staff members continually with day-to-day county operations, questions, concerns, etc. Aware of communication between department heads, staff and elected officials when speaking to a board member, makes sure serial meetings do not occur. Speaks with constituents over the telephone and answers questions or directs/transfers to department and or commissioner that is deemed necessary. Must be available occasionally after hours for meetings that run over 5:00 p.m. or those that are scheduled after 5:00 p.m. and any emergency meetings where the board must convene.

Specifications:

- A minimum of three years' experience in fast-paced office setting
- Knowledge of County government organization, function, and policies,
- Superior understanding of the methods and procedures of preparing, recording, filing, archiving, indexing, retrieving, and managing records and documents.

- 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.
- Advanced understanding of legal terminology, formats, and processes is preferred.

Working Conditions:

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.

Disclaimer: This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.

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

Signature: _____ Date: _____

(signature needed upon hiring and transfer/promotion only)

Please Print Name: _____