

LINN COUNTY CLASSIFICATION

TITLE: COMMISSIONERS' ADMINISTRATIVE ASSISTANT

NUMBER: 015

APPROVAL ORDER NUMBER: 2020-023

PAY RANGE: 12

DATE: JANUARY 21, 2020

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform varied and complex secretarial and program assistant functions for the Commissioners and Administrative Officer; relieve Commissioners and Administrative Officer of routine technical and administrative tasks. Assignments are performed independently with guidance being sought when clarification or interpretation on policy is in question.

SUPERVISION RECEIVED: Works under the general supervision of the Commissioners' Senior Administrative Assistant who outlines administrative policies and objectives and reviews and evaluates work for effectiveness.

SUPERVISION EXERCISED: Supervision of other employees is not a responsibility of this classification, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform administrative secretarial functions; assist in establishing and implementing office procedures; prepare correspondence from rough drafts; compose correspondence in accordance to standard policies; maintain department records; manage training enrollment for various programs. Compile information and records to complete federally required reports.
2. Take and draft Board meeting minutes for approval and distribution as required. Prepare Library Report.
3. Perform executive secretary functions generally for Commissioners and Administrative Officer; answer varied inquiries from the public; explain policies and procedures; arrange appointments; maintain calendars; may provide notary services to the public.
4. Within defined guidelines, provide technical assistance for special projects and program areas. Manage recordkeeping, correspondence and reimbursements for assigned Commissioners' programs. This may include processing Transient Lodging Tax (TLT) payments and preparing weekly media releases covering Board actions at Board meetings when the Commissioners' Senior Administrative Assistant is absent or as required.
5. Manage County insurance schedules. Gather and compile information from offices and departments to complete the yearly insurance renewals. Process, maintain records and track insurance claims and correspond with insurance providers and claims adjusters.
6. Develop and maintain effective harmonious and reasonable work relationships with others.

7. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office practices and procedures as required by the position. Thorough knowledge of principles of office management; thorough knowledge of basic English composition, spelling, grammar and punctuation; considerable knowledge of departmental programs, practices and procedures. Reasonable knowledge of accounting procedures of a clerical nature. Reasonable knowledge of legal office terminology and the preparation and processing of legal documents as required by the position.

Skill in the operation of computers, transcribing equipment and other office equipment at an acceptable level of proficiency as required by the position.

Ability to relieve a supervisor of administrative details with minimum supervision and with only general direction; ability to exercise good judgment, courtesy and tact in public contacts and maintain effective working relationships with other employees, public and private officials and the public and ability to maintain the confidentiality of information.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school plus three years of progressively responsible secretarial experience; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license at the time of appointment may be a condition of employment. Current notary public certificate desirable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.