

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CONFIDENTIAL ADMINISTRATIVE ASSISTANT - CLERK/AUDITOR
CLASS CODE: 6248

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 5/1/2010 (Revised 12/22/2009 version)
DEPARTMENT: CLERK/AUDITOR

JOB SUMMARY

Performs routine and complex confidential administrative support duties in functioning as a stenographer for commission meetings, public hearings, and confidential executive meetings and in tracking and archiving official meeting documents. Incumbents serving in this classification are appointed by, and support, the elected County Clerk/Auditor.

ESSENTIAL FUNCTIONS

Serves as personal secretary to the County Clerk/Auditor; receives and returns phone calls and relays messages and other information on his/her behalf; arranges meetings and events and calendars appointments.

Coordinates with County departments, other governmental agencies, and the public in preparing and presenting official meeting agendas for public notice; receives agenda request submissions and reviews for completeness and inclusion of necessary contracts, resolutions, ordinances, maps, etc.; prepares and distributes agenda packets to principal participants; posts agendas in public places according to legal requirements and distributes the same to various organizations and individuals including the media.

Sets up meeting rooms and operates transcription equipment to accurately record meetings; types minutes verbatim or edits and summarizes according to meeting type; upon approval of minutes by Commission, posts on County website, distributes to applicable parties, and provides copies to the public as requested.

Numbers and logs County documents such as contracts, resolutions, ordinances, agreements etc.; monitors status of documents for proper return and finalization ensuring signatures from appropriate executives and parties are obtained; maintains official record and ensures documents are recorded according to County ordinance, policy or practice and filed, scanned or otherwise archived according to retention schedule and legal requirements.

Attends and records closed meetings; takes and transcribes minutes; ensures confidentiality of information and safekeeping of associated records.

Answers questions from citizens regarding various meetings and appeal processes; resolves complaints or refers to appropriate party; searches historical information and furnishes the same according to guidelines, referring requesting party to the County Attorney's Office for a Government Records Access Management Act application when appropriate.

Prepares and disburses various letters, indexes, and reports as requested by the Clerk/Auditor or County Commission; drafts letters indicating decisions of the County Commission in tax deferral and refund matters.

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ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Performs general clerical support duties for the Office of County Clerk/Auditor including taking and entering abatement applications, issuing marriage licenses, registering voters and assisting the general public in related matters.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: proper grammar, spelling, and punctuation; general organization and functions of county government; county ordinances, state code and other laws and regulations pertaining to legal notices, execution of contracts, and record access and retention.

Skill in: reading, writing, and basic math; operating standard office equipment and various recording and transcription equipment; taking and transcribing minutes, word processing, and data entry.

Ability to: maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; maintain confidentiality of sensitive records and information; create and maintain record keeping, filing systems, and other work processes.

PHYSICAL DEMANDS

Regularly: sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: lifts or otherwise moves objects weighing up to 25 pounds; drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room. Work requires occasional in-county travel and occasional attendance at evening meetings.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS (RECOMMENDED)

High School Diploma or equivalent and five years of complex clerical or administrative support work experience including two years directly related to duties described above. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 60 WPM net.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Incumbent may be required to obtain State of Utah Certificate of Authority of Notary Public.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.