

## **UNION COUNTY**

### **JOB DESCRIPTION**

**Job Title: Clerk to Council/Administrative Assistant**

**Department: Supervisor/Council/Finance & Administration**

**FLSA: Non-Exempt**

**Minimum Starting Salary \$26,638.00**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs responsible administrative and clerical work in support of County Council, including preparing and maintaining Council meeting minutes and records. Performs related work as required. Reports to the Council Chairman/County Supervisor.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Attends all regular, special and called meetings of county Council and subcommittees of council; notifies council members, news media and the public of all public meetings and hearings; makes logistical arrangements for meetings.

Prepares agendas and attachments for Council meetings; records, transcribes, types and distributes Council meeting minutes.

Records and files ordinances, resolution, petitions and other legal documents.

Attests and certifies documents on behalf of County Council; prepares legal notices.

Ensures County Council directives are followed up upon by appropriate staff persons.

Maintains County files and records in accordance with established policies and procedures.

Provides administrative and secretarial support to the County Council, performing such duties as scheduling meetings and appointments, maintaining calendar, making travel arrangements, preparing/typing correspondence, establishing and maintaining files, answering the telephone, copying and filing documents, assembling materials, sending and receiving faxes, etc.

Receives and responds to inquiries, requests for assistance and/or complaints from, outside agencies and professionals, and the public.

Receives and distributes ordinances and resolution, legal documents, contracts, leases, easements, bonds, etc.

Prepares agendas, ordinances, resolutions, meetings, notices, general correspondence, etc.

Refers to policy and procedure manuals, rules/procedures of Council, directories, etc.

Operates a variety of equipment, including a computer, printer, typewriter, fax machine, copier, telephone, calculator, recorder, etc.

Uses clerical and computer supplies.

Interacts and communicates with various groups and individuals such as the County Council, county department heads and personnel, co-workers, elected officials, news media, various outside agencies and professionals, vendors, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Will be assigned complex administrative task by the County Supervisor as needed.

May be assigned administrative task involving, Accounts Payable, Human Resources and Payroll as needed.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent supplemented by one to two years of responsible administrative or secretarial work experience or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED**

#### **TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks require the ability to exert light physical effort in light work, but which may involve the lifting, carrying, pushing and/or pulling of objects or materials of light weight (up to 10 pounds). Tasks may require extended periods of time at a keyboard or work station.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read a variety of policy and procedure manuals, computer manuals, ordinances, etc. Requires the ability to enter data into computer and prepare records, reports, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

### **PERFORMANCE INDICATORS**

Knowledge of Job: Is knowledge in the methods, policies and procedures of the County and County Council pertaining to specific duties of the Clerk to Council. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the knowledge of the organization of the County and of related departments and agencies. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has excellent administrative, organizational, secretarial, customer service and clerical skills. Has knowledge of modern office practices and equipment.

Has knowledge of and skill in the maintenance of efficient filing systems. Has knowledge of the methods and procedures of government records maintenance and retention. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics. Is able to use computers for word processing, data processing and records management. Is able to type and transcribe accurately at a rate sufficient for the successful performance of assigned duties. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to maintain confidentiality as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgement in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is capable of working under stressful conditions as required. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgement: Exercises analytical judgement in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert

or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgement.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, ie., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with manager, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER: This job description is not an employment agreement or contract.  
Management has the exclusive right to alter this job description at any time without notice.**