

ASHE COUNTY JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE SECRETARY/CLERK TO THE BOARD GOVERNING BODY

GENERAL STATEMENT OF JOB

Under general supervision, serves as a program assistant performing a variety of clerical and administrative duties in support of activities of the County Manager and Board of County Commissioners. Employee is responsible for maintaining files of records, reports, documents, and correspondence pertaining to official actions of the Board of Commissioners; serving as secretary to the Board, including coordinating Board meetings; compiling information for reports; coordinating the County Managers' and Board members' schedules and travel arrangements; and greeting and assisting officials at County functions. Employee must exercise independent judgment and initiative in completing assignments. Employee must also exercise considerable tact and courtesy in frequent contact with public officials and the general public. Reports to the County Manager. Employee is appointed to the Clerk role by the Board of County Commissioners.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Gathers information and prepares agenda packets for Board of Commissioners meetings; notifies Commissioners, appropriate County staff, news media and other interested parties of date and time of Board meetings; attends meetings to take notes and record minutes; transcribes and files minutes into minutes books.

Coordinates meetings for County Manager and/or Commissioners and other officials, as necessary, ensuring availability of rooms, equipment, materials, refreshments, etc., as requested or otherwise deemed necessary.

Serves as custodian of official records and documents pertaining to actions of the County Board of Commissioners; prepares documents, including ordinances, resolutions and meeting minutes, as adopted by Board.

Maintains Commissioners' calendars; arranges travel and lodging accommodations; advises County Manager and Commissioners of upcoming appointments, events and deadlines.

Performs research and compiles data for special projects or reports, as assigned, ensuring completion by specified deadlines and in accordance with established policies, procedures, standards, rules, regulations, etc., as instructed by the Board of Commissioners and the County Manager.

Attends various functions sponsored by the County, greeting, assisting and/or advising participants, as necessary.

ADMINISTRATIVE SECRETARY/CLERK TO THE BOARD

ADDITIONAL JOB FUNCTIONS

Answers telephone and receives inquiries, providing information based on considerable knowledge of County programs and activities, or referring callers to appropriate personnel or agencies, as necessary; routes messages for County personnel, as necessary.

Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Has considerable knowledge of County and departmental rules, regulations, policies and procedures, and the ability to interpret them.

Has considerable knowledge of the organization and functions of the County.

Has considerable knowledge State open meetings and public records laws.

Has considerable knowledge of modern office practices and procedures.

Has considerable knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

Is skilled in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Is able to research program documents and narrative materials, and to compile reports from information gathered.

Is able to make routine administrative decisions independently in accordance with laws, regulations, and County policies and procedures, and to solve problems, and answer questions.

Is able to develop and modify work procedures, methods and processes to improve efficiency. Is able to communicate effectively orally and in writing.

Is able to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Is able to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by college-level course work in secretarial sciences, and 3 to 5 years of progressively responsible experience in secretarial and administrative work, including office management responsibilities; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

ADMINISTRATIVE SECRETARY/CLERK TO THE BOARD

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, dictaphones, telephone switchboards, copiers, facsimile machines, etc. Must be physically able to operate a motor vehicle. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, meeting minutes, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply 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 written, oral, diagrammatic, or schedule form.

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 in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

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

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

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

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

ADMINISTRATIVE SECRETARY/CLERK TO THE BOARD

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

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