

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **COMMISSION SECRETARY**

Department: Commissioners  
FLSA Designation: Non-Exempt

Pay Grade: 8  
Effective Date: 10/04, 3/06, 2/08 8/09

### **Purpose of Class**

Performs complex and highly responsible secretarial and administrative support duties for the Commissioners; performs related work as required.

### **Primary Function**

This is an advanced level secretarial and administrative support position with the principal function to provide administrative support to the County Commissioners and Office Administrator in areas such as answering phones, assisting the public, typing, filing, copying, transcribing and researching documents. Duties may include typing and preparing letters or documents using various software applications; entering data into County or department systems and applications, keeping clerical records, logs, ledgers, etc. and working within department specific processes and procedures. This position, along with the Office Administrator, performs duties for all County departments as well as the Board of Commissioners; these functions require a high level of confidentiality, focus, attention to detail, and quality customer service. The work is performed under the supervision of the Office Administrator, although latitude is granted to resolve independent judgment. The principal duties of this class are performed in a general office environment.

### **Essential Duties and Responsibilities (may vary by assignment)**

- Answers incoming phone calls, greets the public, assisting and providing referrals to other departments or staff as needed;
- Files documents into appropriate folders; reorganizes file folders as needed;
- Operates standard and specialized office equipment such as computer, typewriter, copier, electric stapler, hole-puncher, fax machine, postage meter, and related equipment;
- Assembles and processes informational packets, mailings, agendas, and related documents;
- Schedules and sets up meeting rooms for hearings and regular meetings;
- Keeps calendar for Commissioners;
- Prepares Commissioners agenda and updates website;
- Attends, takes minutes of meetings and prepares necessary records of Board Of County Commissioners meetings including executive session, bid openings and others;

- Compiles meeting minutes monthly and creates the permanent record for review by supervisor and the Commissioners; prepares records for archiving;
- Researches and prepares billing for residency certificates for community college;
- Coordinates and prepares Commissioner's monthly minutes and prepares index of same;
- Assists with public records requests;
- Prepares legal publications/media contact for calendar and meeting information;
- Provides data entry services, faxing, typing, and filing;
- Creates, types and proofs forms/letter, brochures, pamphlets or other documents;
- Distributes and processes purchase orders and mail as needed;
- Uses computer to research documents, obtain information or enter data;
- Coordinates with County Services, medical providers and attorney's to prepare and record minutes of hearings on indigent cases which are deadline sensitive; prepares subpoenas to be served, waivers for extensions and resolutions;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

#### **Other Duties and Responsibilities**

- Performs duties of Office Administrator in his/her absence;
- Performs other related duties as required.

#### **Competency Requirements**

Knowledge of:

- Operation of standard and specialized office equipment;
- Operation of a personal computer and job-related software;
- English grammar, spelling, punctuation, and composition;
- Customer service practices, procedures, and objectives;
- County government practices and procedures;
- County department functions and relationship to one another;
- Current office practices and procedures.

Ability to:

- Maintain important records efficiently and accurately and to prepare clear and concise reports;
- Operate a variety of standard office equipment;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected and appointed officials, the media, and the public;
- Operate a personal computer including software applications appropriate to assigned duties;
- Communicate effectively both orally and in writing;
- Maintain strict confidentiality;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;

- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Work independently and make appropriate decisions when supervision is not readily available;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency and specialized or advanced training in the secretarial field is required; and
- Five (5) years general office experience is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare documents and file them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer;
- Sufficient personal mobility, agility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period of time and work in an office environment.