



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Board Administrative Secretary I-II
Department: Board of County Commissioners
FLSA Status: Non-Exempt
WC Code: 8810
Effective Date: April 10, 2009
Last Revised: September 6, 2019
Pay Grade: NU 10 / NU 12
Union: Non-Union (Confidential)

SUMMARY

Performs a variety of secretarial, administrative, and/or technical duties in support of the Board of Commissioners; does related work as required. Position requires initiative, discretion, and independent decision making within a political office environment. These duties will require researching and summarizing information from various sources into a format of own design, knowledge of operations, policies and terminology and/or handling of sensitive and confidential information. Work is performed under the general supervision of the Executive Office Manager with work being reviewed primarily on the basis of compliance with rules and regulations and results attained. Incumbents are expected to carry assignments through to completion with only unusual or especially complicated tasks reviewed in detail.

The Board Administrative Secretary II serves as a lead worker, training other staff and overseeing workflow assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Plans organizes and facilitates the Weekly Business Session meetings (or others as requested/required). This includes document processing, recording noticing, and minute preparation; acts as a liaison between departments, the media, and the public. Assembles information and prepares the agenda for public distribution and website upload. Prepares and reviews Board meeting minutes for actions, motions, votes and documents signed during meetings and workshops. Records and journalizes documents.
2. Coordinates schedule for the Board of County Commissioners and individual commissioners. Works with other support staff in the Board's office to ensure office duties are completed accurately and timely.
3. Coordinates special events such as conferences, special meetings and occasions which may include the development of strategies, travel arrangements, etc.
4. Greet and assist the community and other County departments at the front counter, answers phones, routes calls, or responds personally, makes appointments and takes messages; makes travel arrangements.
5. Responsible for adherence to the Board budget by maintaining sufficient office inventory and following purchasing guidelines. This may include monitoring purchases; overseeing and balancing petty cash and determining needs with regard to equipment, software, and office supplies.

6. Acts as a liaison with other offices, departments, divisions, and outside agencies to coordinated activities in the County, assists in the distribution of public information as required, provides information and assistance to staff, officials, organizations, and the public.
7. Processes complex, sensitive, and/or confidential documents where considerable knowledge is required to ensure completeness and accuracy including the review of documents for recording purposes.
8. Explains departmental policies and procedures and governing regulations to the public, volunteers, and/or other employees.
9. Performs research, drafts letters, reports orders, proclamations, resolutions, certificates, notices, and other materials including confidential documents as requested by the Board.
10. Prepares and facilitates all recording in the County Clerk's office of the Board's Journal. This includes all documents letters, contracts, amendments, etc. where decisions of the Board have been made and as required under Public Meeting Law.
11. Plans, promotes, and coordinates the staffing of Citizen Advisory Boards, Commissions, and Committees.
12. Maintains regular attendance.
13. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Board Administrative Secretary has no supervisory responsibilities. The Secretary II serves as a Lead worker. It helps train Board Staff as well as oversee workflow. May backup Executive Office Manager as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duties satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Thorough knowledge of rules of effective English usage and grammar; various filing systems; professional office etiquette; general office practices and procedures. Considerable knowledge of records management, minute taking, public meeting law, and public records law. Ability to independently research assigned problems; organize material from various sources into a format of own design; maintain confidentiality; respond courteously and tactfully to complaints; accurately classify, file and retrieve materials and documents; establish and maintain effective working relationships with other employees and officials, outside officials and agencies and the public; work independently establishing priorities while organizing workload to complement the needs and deadlines of others; record and prepare meeting minutes, understand governing regulations of assigned department. Ability to become a Notary.

EDUCATION AND EXPERIENCE

Associates degree and three years of progressively responsible secretarial and administrative experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above described duties.

TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around coordinating schedules of a number of people to arrange meetings; synthesizing and summarizing information provided by many sources into a concise and clear written format; organizing and prioritizing workload to accommodate the needs of a number of professional/administrative staff; interpretation and application of governing laws and regulations to respond to inquiries or in composing reports; dealing tactfully with a variety of people.

JOB IMPACT

The most common consequence of error would involve errors or omissions, breach of confidentiality or lack of sensitivity to issues; all of which could result in embarrassment to the department and county, financial loss and litigation.

JOB CONTACTS

This position generally has contact with the other County officials, State and Federal officials and agencies, professionals in the field, news media, and the public to receive or provide information.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with other employees and the public; read and interpret documents such as contracts, proclamations, operating and maintenance instructions and procedure manuals; disseminate meetings into clear and concise minutes; write routine reports and correspondence; and deal diplomatically and effectively with emotional and/or hostile people.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES

Ability to respond with tact and diplomacy when dealing with angry, potentially dangerous citizens and the knowledge and ability to be able to distinguish between what is recorded and open to the public and what is opinion and politically incorrect to disclose. Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

The operation of standard office equipment; highly skilled in using various computer programs to develop charts, graphs and spreadsheets.

CERTIFICATES, LICENSES, REGISTRATIONS

Public Notary.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Work is performed in an office environment. Incumbents are occasionally required to lift and/or carry boxes or small equipment and furniture; communicate with criminal suspects, physically and/or mentally ill or angry, hostile individuals. Incumbents may be required to work flexible shifts to accommodate meetings. The position is impacted by urgent deadlines; repetitiveness of tasks; heavy or uncontrollable work flow; requires ability to make quick decisions, requires accuracy and attention to fine detail; regular interruptions and ability to shift attention. This environment all relates to the nature of the work which is to provide support to supervisor and elected officials whose workloads are heavy and desk time very limited and the need for this position to ensure work flow is maintained even in the supervisor's absence.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Speech, Vision & Hearing

<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: Normal to operate computer
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:
<input checked="" type="checkbox"/>	Other Spec. Hearing Req.	Describe: Must be able to hear in crowded auditoriums and transcribe, if needed, from tapes of said meetings.

Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>