

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CONFIDENTIAL ADMINISTRATIVE ASSISTANT - COMMISSION  
CLASS CODE: 3210

FLSA STATUS: NON-EXEMPT

EFFECTIVE DATE: AMENDED 3/18/08 (Revised 01/16/2007 version)  
DEPARTMENT: COMMISSION

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### **JOB SUMMARY**

Under general supervision from a County Commissioner, performs routine and complex administrative and secretarial duties relating to the Commission Office.

### **CLASS CHARACTERISTICS**

Incumbents serving in this classification are appointed by, and support, a specific elected County Commissioner.

### **ESSENTIAL FUNCTIONS**

Conducts research as assigned; develops research formats, collects data, formulates results, and composes and types research reports and papers.

Assists Commissioner with administrative and analytical details; drafts proposals, executive summaries and other documents as assigned.

Provides information and assistance to department heads, County employees, and the public; handles complaints and refers concerns to appropriate persons.

Reviews grant and funding requests and various intergovernmental service agreements for completeness and adherence to policy as requested.

Performs County management support activities such as preparing and/or reviewing Board agenda items, and reports relating to budget, payroll, accounts receivable, accounts payable, petty cash, and reimbursements.

Schedules meetings and organizes workload for Commissioner. Interacts and coordinates with representatives from various federal, state, county, and local entities.

Establishes and maintains permanent records for archiving and public review.

Makes travel and other arrangements for meetings and conferences.

Tracks department expenditures. Maintains inventories and orders supplies.

Performs secretarial duties including, but not limited to, typing and editing documents, filing, taking minutes, greeting visitors, answering the telephone; and receiving, distributing, and prioritizing incoming mail.

### **ADDITIONAL RESPONSIBILITIES MAY INCLUDE**

Attends meetings for Commissioner when assigned.

Prepares and distributes agenda items for Commission and other meetings.

Coordinates interaction between the County and various media contacts.

Assists others in regular duties and special projects as assigned.

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

Skill in reading, writing, and basic math; Ability to maintain cooperative relationships with those contacted in the course of work activities; Skill with various computer applications including word processing, spreadsheets, and databases; Knowledge of general organization and functions of county government; Knowledge of modern office practices and procedures; Ability to perform basic bookkeeping; Ability to communicate verbally and in writing; Ability to maintain records, files, and reports; Ability to gather and interpret information; Ability to coordinate multiple tasks efficiently; Ability to work without close supervision; and Skill in document composition.

### **PHYSICAL DEMANDS**

Typically sit at a desk or table; Occasionally walk, stand, or stoop; and Occasionally lift, carry, push, pull or otherwise move objects weighing up to 25 pounds.

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, library, computer room, or other environmentally controlled room.

### **EDUCATION AND EXPERIENCE (RECOMMENDED)**

High School Diploma or equivalent and five years of complex clerical or administrative support work including two years directly related to duties described above. Preference may be given to applicants who pass a typing test at or above the rate of 60 wpm net. Equivalent combinations of education and experience may be considered when screening applications for minimum qualifications.

Selected applicants may be subject to a background check.

### **LICENSING AND CERTIFICATION**

Some incumbents may be required to possess a valid State of Utah driver's license and obtain a 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.