

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ADMINISTRATIVE ASSISTANT - COMMUNITY DEVELOPMENT  
CLASS CODE: 6930

FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 5/20/2014 (REVISES 12/17/2012 VERSION)  
DEPARTMENT: COMMUNITY DEVELOPMENT

---

### **JOB SUMMARY**

Under general supervision of the Associate Director-Community Development, performs routine and complex administrative support work including functioning as secretary for multiple boards.

### **ESSENTIAL FUNCTIONS**

Serves as primary point of contact for the public and provides detailed information to callers and walk-in clients. Receives questions and resolves or directs complaints.

Provides administrative support to the Utah County Planning Commission, the Utah County Board of Adjustment, and the Utah County Agriculture Protection Area Advisory Board. Prepares agendas, packets, and legal notices. Attends meetings and assists in room setup.

Transcribes minutes, reports, findings, decisions, correspondence, and other documents from recordings or notes.

Maintains confidentiality and furnishes documents to board members and interested parties such as the media, business contractors, and governmental agencies according to policy

Establishes and maintains tracking, record keeping, and filing systems. Monitors retention schedules and ensures timely and accurate archiving of documents.

Manages appointment calendars for monthly meetings and deadlines.

Assists in preparing the annual budget package for the department and tracks expenditures throughout the year.

Generates purchase orders and oversees use of the purchasing card in accordance with budgeting constraints and county and department policies and procedures.

Reconciles daily cash receipts and prepares monthly reports.

Reconciles regular billings for services.

Makes travel arrangements for the office.

Processes information for department payroll and resolves employee payroll questions and issues in coordination with the Personnel Department.

Coordinates and monitors completion of various personnel actions such as performance appraisals. Tracks and schedules training to ensure mandated licensing requirements are maintained.

**CLASS TITLE: ADMINISTRATIVE ASSISTANT - COMMUNITY DEVELOPMENT**

**CLASS CODE: 6930**

**PAGE 2**

May train and assign work to time-limited clerical personnel.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable Knowledge of:** Utah County Rules and Regulations and Policies and Procedures.

**Working Knowledge of:** proper grammar, spelling, and punctuation.

**Skill in:** reading, writing, and basic accounting; operating standard office equipment; word processing, data entry, and spreadsheet creation.

**Ability to:** maintain cooperative working relationships with those contacted in the course of work activities; coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions; communicate verbally and in writing.

**PHYSICAL DEMANDS**

**Regularly:** sits at a desk; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.

**Occasionally:** lifts or otherwise moves objects weighing up to 20 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 typically performed in an office or other environmentally controlled room and occasionally requires local travel to meetings. Work requires attending monthly evening meetings.

**EDUCATION AND EXPERIENCE**

High school diploma or equivalent and five (5) years of complex clerical or administrative support work experience including two (2) years directly related to the duties described above OR an equivalent combination of education and experience.

**OTHER REQUIREMENTS**

- Selected applicants must pass a typing test at or above the rate of 40 WPM net.
- Selected applicants may be subject to a background check.

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.