

Clinton County, Iowa Job Description

Board of Supervisors Office

Job Title: Board Secretary	Job Code: N/A
Department: Board of Supervisors Office	Pay Grade: N/A
Revision Date: May 15, 2013	FLSA: Non-Exempt/Non-Union

Summary

Under supervision, performs various complex clerical duties in the Board of Supervisors Office. Interacts with county employees and members of the public both in person and/or over the telephone to explain basic departmental policies or procedures, or determines the proper person to whom to refer them for assistance.

Essential Job Duties and Responsibilities:

- ∞ Act as receptionist for the County Administration Building and County Government Offices. Receives incoming phone calls and routes calls to appropriate departments, operates building paging system, answers routine inquiries, directs members of the public to appropriate offices in a friendly and courteous manner, take and relay messages for the Board of Supervisors.
- ∞ Assist residents, local law enforcement personnel and county employees in obtaining and issuing Permit to Carry Weapons Photo Identification Cards; volunteer and county employee identification cards. Maintain an accurate file system of receipts and cash drawer balance sheets.
- ∞ Administer Boards and Commissions list and binders by monitoring resignations and expired terms, and advertising to fill vacant positions. This includes being knowledgeable of Iowa Code Section §69.16A(2) and following guidelines in posting openings, notifying individuals of terms expiring and whether they have a desire to continue to serve. Prepare resolutions for re-appointments and appointments.
- ∞ Complies and submits quarterly copier total report to the County Auditor. Submit monthly copier meter readings as requested by RKdixon and order copier supplies when necessary.
- ∞ Responsible for updating the County phone directory of county employees and distributes accordingly.
- ∞ Prepare yearly homestead/military letters for mailing as received from the City Assessor's Office.

Clinton County, Iowa Job Description

Board of Supervisors Office

- ∞ Responsible for scheduling usage of the county conference rooms.
- ∞ Assists the Board of Supervisors Chairperson in scheduling Enterprise Zone meetings, posting agendas, notifying Commission members, taking minutes, preparing correspondence, photocopying, prepare and send Enterprise Zone Applications for overnight delivery to Iowa Economic Development Authority.
- ∞ Maintain Manure Management Files recording keeping system. Submit Public Notices and Public Hearings when necessary to the proper media outlets (this would only be done for Construction Applications).
- ∞ Perform clerical support functions such as filing, photocopying, ordering supplies, assists with preparing and submitting monthly claims and drafting correspondence, memos, and other documents for the Board of Supervisors Office as assigned.
- ∞ Maintains an accurate filing system of official documents, periodicals, reports, forms pending lawsuits, correspondence and minutes which may be of a confidential or politically sensitive nature.
- ∞ Performs all work duties and activities in accordance with County policies, procedures and safety practices.
- ∞ Perform other duties as directed or as the situation dictates to assist the Human Resource Manager as may be approved by the Chairman of the Board of Supervisors.

Minimum Qualifications Requirements - (Education and Experience):

To perform this job successfully, the Board Secretary must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

High School Graduate with two years or more of job-related experience such as switchboard, administrative support and customer service.

Minimum Qualifications – (Knowledge, Skills and Abilities)

- ∞ Excellent grammar capabilities to include sentence structure, spelling and punctuation.
- ∞ Ability to learn and apply Code of Iowa as it pertains to job functions.
- ∞ Operates standard office equipment in the performance of job duties, i.e. multi-line telephone, fax machine, copier, personal computer, calculator, postage meter, scanners, etc.

Clinton County, Iowa Job Description

Board of Supervisors Office

- ∞ Proficient in MS Word, Excel, and Outlook.
- ∞ Ability to type from dictation and/or otherwise drafted correspondence.
- ∞ Cash Handling Experience

Language Skills:

- ∞ Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers.
- ∞ Excellent communication skills by having the ability to apply and articulate departmental policies and procedures.

Mathematical Skills:

- ∞ Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- ∞ Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- ∞ Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

Reasoning Ability:

- ∞ Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- ∞ Ability to deal with problems involving a few concrete variables in standardized situations.
- ∞ Ability to sort and file a variety of materials with accuracy following a designated system.
- ∞ Ability to maintain confidentiality of all communications, documents and correspondence in the Board of Supervisors' office.

Work Environment:

- ∞ Environmental – There is little to no exposure to hazardous environmental conditions.
- ∞ Noise – Moderate (example: business office with computers and printers, light traffic)

Physical Demands:

- ∞ Standing – Approximately less than 1/3 of on-the-job time.
- ∞ Walking – Approximately between 1/3 and 2/3 of on-the-job time.
- ∞ Sitting – Approximately greater than 2/3 of on-the-job time.
- ∞ Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.

Clinton County, Iowa Job Description

Board of Supervisors Office

- ∞ Reaching with hands and arms – Approximately less than 1/3 of on-the-job time.
- ∞ Stooping, kneeling, crouching or crawling – Approximately less than 1/3 of on-the-job time.
- ∞ Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- ∞ Taste or smell – Approximately less than ½ of on-the-job time.
- ∞ Weight lifted/Force exerted – Occasionally requires lifting of objects up to 25 pounds.
- ∞ Vision – Close vision (clear vision at 20 inches or less).

Certificates, Licenses, Registrations:

- ∞ Valid Driver's License

Supplemental Information:

- ∞ This position requires the ability to be very flexible within the daily duties and office environment.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.