



Commission Executive Assistant

Job Description

Department: Commission
Position: Appointed
Grade: 509
Supervisory: No
Reports to: County Commissioner

Summary

This role is appointed by a Utah County Commissioner. The incumbent will perform routine and complex administrative duties to support the Commissioner.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Conduct research as assigned. Develop research formats, collect data, formulate results, and compose and type research reports and papers.
2. Assist Commissioner with administrative and analytical details. Draft proposals, executive summaries and other documents.
3. Provide information and assistance to department heads, county employees, and the public. Handle complaints and refer concerns to appropriate persons.
4. Review grant and funding requests and various intergovernmental service agreements for completeness and adherence to policy as requested.
5. Perform County management support activities such as preparing or reviewing board agenda items, and reports relating to budget, payroll, accounts receivable, accounts payable and reimbursements.
6. Schedule meetings and organize workload for Commissioner. Interact and coordinate with representatives from various federal, state, county, and local entities.
7. Establish and maintain permanent records for archiving and public review.
8. Make travel and other arrangements for meetings and conferences.
9. Track department expenditures. Maintain inventories and orders supplies.
10. Perform general support duties such as typing and editing documents, filing, taking minutes, greeting visitors, answering the telephone, and receiving, distributing, and prioritizing incoming mail.
11. Attend meetings for Commissioner when assigned.
12. Prepare and distribute agenda items for Commission and other meetings.

For Office Use Only

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Job Title: Commission Executive Assistant
FLSA: Exempt
Effective Date: 11/21/18
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Commission

13. Coordinate interaction between the county and various media contacts.
14. Assist others in regular duties and special projects as assigned.

Knowledge, Skills, and Abilities

- Knowledge of general organization and functions of county government
- Knowledge of modern office practices and procedures
- Skilled in reading, writing, and basic math
- Skilled with various computer applications including word processing, spreadsheets, and databases
- Skilled in document composition
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- 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

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 25 pounds.

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Position Type/ Expected Hours of Work.

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Recommended Education and Experience

- 1. High School Diploma or equivalent.
- 2. Five years of complex clerical or administrative support work including two years directly related to duties described above.
- 3. Equivalent combinations of education and experience may be also be considered.

Preferred Education and Experience

- 1. Associate or bachelor’s degree.
- 2. Preference may be given to applicants with typing skills at or above 60 wpm net.

Additional Eligibility Qualifications

- 1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment.
- 2. Selected applicants may be required to obtain a State of Utah Certificate of Authority of Notary Public.
- 3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

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Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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