

POTTAWATTAMIE COUNTY – BOARD OF SUPERVISOR’S

JOB DESCRIPTION

POSITION TITLE: Board Secretary

REPORTS TO: Executive Secretary

SUPERVISES: None

PURPOSE OF POSITION: Responsible for providing clerical and administrative support services to the Board of Supervisor’s and departmental staff to ensure the efficient provision of services.

ESSENTIAL FUNCTIONS:

Answer the telephone, take messages, refer callers to appropriate source for assistance or provide information to callers according to departmental procedures.

Greet individuals who come to the department, determine their needs, direct them to the appropriate source for assistance and/or independently answer their questions regarding routine departmental procedures and regulations.

Assist in the receipt, sorting, and delivering of departmental communications and mail.

Prepare and maintain accurate reports, forms, correspondence and other departmental documents.

Assist with the preparation of the Board minutes and agendas. Document final actions taken by the Board of Supervisors for future reference.

Prepare standard monthly bills for payment which includes, but is not limited to, preparing the affidavit, inputting information on budget sheet and obtaining appropriate signatures.

Logs affidavits paid by the County for all departments and generate reports of expenditures as requested.

Assists with the preparation of the telephone directory of courthouse employees and distributes accordingly.

ESSENTIAL FUNCTIONS (continued):

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.

Prepares and distributes hearing notices of County property sales.

Assists the Board of Supervisors, department heads and general public by obtaining data through research and review methods, including, but not limited to, extensive research of Board minutes dealing with past and current actions and research billings for legal publications.

Performs general office duties such as creating files, typing, filing, mail distribution and data entry.

Research and compile information for Board presentation and reports.

Serves as a back up to the Executive Secretary on an as needed basis.

Operates standard office equipment in the performance of job duties, i.e. multi-line telephone, fax machine, copier, personal computer, calculator, postage meter, etc.

MARGINAL FUNCTIONS:

Perform other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of and ability to apply office procedures and standard clerical techniques.

Knowledge of and ability to apply general record keeping/bookkeeping techniques.

Knowledge of and the ability to perform accurate mathematical calculations using a calculator, ten-key adding machine or manually.

Knowledge of and the ability to operate a personal computer. Must be proficient in Microsoft office software including word and excel.

Knowledge of and ability to utilize proper telephone etiquette.

Knowledge of and the ability to utilize the English language, proper grammar, spelling and punctuation.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY (continued):

Ability to learn Departmental policies and procedures as they relate job functions.

Ability to learn and apply Code of Iowa as it pertains to job functions.

Ability to learn and understand the services provided by county departments.

Ability to accurately prepare and maintain departmental records and documents. Ability to spot discrepancies when verifying work.

Ability to maintain the confidentiality of all communications, documents and correspondence in the Board of Supervisor's office.

Ability to work independently at times, prioritize work, meet deadlines, and solve practical problems dealing with a variety of situations.

Ability to perform job duties efficiently while managing frequent interruptions.

Ability to type accurately using a personal computer..

Ability to operate standard office equipment.

Ability to understand and follow both oral and written instructions.

Ability to communicate effectively, both verbally and in writing, in English.

Ability to deal with the general public in a courteous and tactful manner.

Ability to establish and maintain effective working relationships with the Board of Supervisors, fellow employees, outside agencies, government officials and the general public.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands and work environment characteristics described here 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.

Regular attendance is essential to this position. Work is generally performed indoors in an office setting and requires routine bending, frequent lifting and carrying minute books, office supplies weighing up to 10 pounds. Incumbent is occasionally required to lift and carry plat books weighting up to 35 pounds. Incumbent is required to frequently sit for extended periods of time, stoop, kneel, talk and hear and must have the ability to transport themselves to and from various locations within the courthouse. Hand-eye coordination is necessary to operate computers and various other pieces of office equipment. While performing the duties, incumbent is required to use hands to finger, handle, feel or operate objects, tools or controls and to reach with hands and arms.

Work hours may occasionally be required before or after normal business hours. Noise level is usually moderate. Vision abilities, correctable to normal ranges, include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Communication abilities include the ability to talk and hear within normal ranges.

Work requires interaction with the general public and may be stressful when dealing with irate citizens and/or meeting deadlines.