



Position: General Office Clerical

Department: Lee County Board

Reports to: County Board Chairman/Zoning Administrator/County Administrator

Classification: Non-Exempt

Salary Level: \$24,600-\$29,600

Date: 12/1/2018

JOB DESCRIPTION

Summary/Objective:

Under the direct supervision of the County Board Chairman, this position provides administrative support for the County Board Chairman, the Zoning Department, and the County Administrator, when needed. In addition to typing, filing and scheduling, performs duties such taking and compiling County Board Committee minutes, coordination of meetings, obtaining supplies, and working on special projects. Also, answers non-routine correspondence and may assemble highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize a diversified workload.

Essential Functions:

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

- Schedules and organizes complex activities such as meetings, including department and Board activities.
- Records and types monthly County Board committee minutes.
- Assembles County Board Packets for desks and sends out Board and Committee agendas to County Board members and Department Heads.
- Creates and develops correspondence for the County Board Chairman.

- Develops and maintains filing system for County Board and the Zoning Department, as needed.
- Sorts and distributes mail. Opens mail for the County Board Chairman. Drafts written responses or replies by phone or e-mail when necessary. Responds to regularly occurring requests for information.
- Answers phones for County Board Chairman, as well as for the Zoning Department. Takes messages or fields/answers all routine and non-routine questions.
- Acts as a liaison with other departments and outside agencies. Handles confidential and non-routine information and explains policies when necessary.
- Responds to FOIA requests, as needed.
- Types and compiles general correspondences, memos, charts, tables, graphs, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- Undertakes other duties consistent with the purpose of the position.

Competencies:

- Ethical Conduct.
- Personal Effectiveness/Credibility.
- Thoroughness.
- Collaboration Skills.
- Organizational Skills.
- Communication Skills.
- Time Management Skills.

Supervisory Responsibility:

This position has no supervisory responsibilities.

Work Environment:

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. This is largely a sedentary role; however, some filing is required. The employee must occasionally lift and/or move up to 25 pounds.

Position Type and Expected Hours of Work:

This is a full-time position. Typical days and hours of work are Monday through Friday, 8:00a.m. to 4:30p.m.

Travel:

No travel is expected for this position on a regular occurrence. However, some travel may be necessary for specialized training, should it arise.

Required Education and Experience:

High school diploma or equivalent required. 1-3 years of experience as an office secretary or in a clerical role.

Preferred Education and Experience:

Associate degree in office management or related field preferred. Experience working with the public in an office environment.

Additional Eligibility Qualifications:

None

Work Authorization/Security Clearance:

Background check is required for this position.

AAP/EEO statement:

The County will comply fully with the nondiscrimination regulations set forth in relevant State and Federal laws and Executive Orders.

It is the intention of this County to provide equality and respect to all individuals in matters of service and employment. The County will also extend this policy to other agencies, institutions and organizations that contract with the County.

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 for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

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

Date: _____

Department Head: _____

County Administrator: _____

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

Employee: _____ Date: _____