

County Administration Office Secretary Job Responsibilities 2018

Preferred Qualifications:

- High School Graduate with Two-Year Associates Degree or Some College
- Proficient in MS Office, Standard Office Equipment
- Energetic, Motivated
- Excellent Communication/Writing Skills Required

Specific Job Responsibilities:

- Prepare Board of Supervisor Board Package for Board & Staff
- Transcribe Board of Supervisor Minutes
- Maintain Board of Supervisor Official Minutes Book
- Update the Board of Supervisors Meeting Brochure
- Bind Original Board Packages
- Update County website with Board Agendas & Minutes
- Filing of Administration Correspondence, Maintaining Files & Records Retention
- Maintenance of the County Administrator's Agreement/Contract Binders, Digital Records
- Maintain Board/Committee Appointments
- Assist in answering phones, distributing mail, faxes, etc. to appropriate depts.
- EOC/Small Conference Room Reservation Calendar
- Schedule Minister for Invocation at Board of Supervisors Meetings
- Serve as back-up for Administrative Assistant, including attendance at BOS meetings & Committee meetings as needed.
- Serve as backup the Water & Wastewater and Building Official Secretaries to include acting as receptionist, water payments, contracts, building permits, etc.
- Assist with various planning/implementation of county events (Student Government Day, Employee Appreciation Day, Joint Meetings, Groundbreakings, Retirement Presentations, Etc)
- Various other duties as assigned