BINGHAM COUNTY
Is recruiting for the Position

ADMINISTRATIVE ASSISTANT
BOARD OF COUNTY COMMISSIONERS

Salary Range: Starting at $16.32 per hour to Mid-range at $19.37 per hour – DOQ/DOE
Full Time, County Benefits Included
Closing Date: Open Until Filled

Pay Grade: N15                                      FLSA Designation: Non-Exempt

Purpose Of Class/Primary Function
The Administrative Assistant is a journey-level position and must possess strong administrative, clerical, research, organizational, and customer service skills. This position performs a variety of additional administrative, legal, research, and clerical duties supporting the functions of the Board of County Commissioners and the County Clerk. At times working closely with the elected Prosecuting Attorney, duties include typing and preparing letters or documents using various software applications, taking and preparing formal meeting Minutes, entering data into County or department systems and applications, keeping clerical and administrative records, reports, logs, and related documents and working within department specific processes and procedures. Reporting directly to the elected County Clerk, the work is performed under supervision of the County Clerk but latitude is granted for the exercise of independent judgment using standard practices to resolve customer issues or correct procedures. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)
- Provides clerical and administrative support to the County Commissioners;
- Provides general assistance to the County Clerk in performing administrative duties as defined in state and County statutes, ordinances, and codes;
- Schedules and keeps calendar for Commissioners;
- Prepares Commission agenda;
- Takes, transcribes, and prepares Minutes of meetings;
- Prepares entries, findings of fact, official actions, resolutions, ordinances, and related documentation from public hearings and meetings;
- Prepares and publishes required public notices according to applicable state and County ordinances, codes, and statutes;
Develops, prepares, distributes, and maintains a variety of documents, files, correspondence, spreadsheets, and related records on administrative actions, programs, projects, and ongoing subjects;

Provides Notary Public service;

Processes various appeals;

Conducts research on various topics and reports findings to the Board of County Commissioners, the County Clerk, and/or the Prosecuting Attorney;

Makes reservations and related travel arrangements;

Maintains files, logs, contracts & leases, and other records;

Performs general office support duties including, but not limited to, data entry, customer service, preparing and maintaining reports, records, and logs, and routine office equipment maintenance;

Answers incoming phone calls and greets walk-in customers, provides general information to the public, answers questions and inquiries, provides specific information about issues, and provides referrals to other departments or staff as needed;

Processes and distributes incoming mail and processes and prepares outgoing mail;

Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

Assists Clerk’s Office with customer service, elections, recording, jury, and related functions, as needed;

Performs other related duties as required.

Competency Requirements

Knowledge of:

Methods, equipment, principles, and procedures of record and document preparation, recording, filing, archiving, indexing, retrieval, management, and record keeping;

Operation of standard office equipment, including a personal computer and job-related software applications;

Operation of standard and specialized record and document scanning, copying, retrieval, and maintenance equipment;

Customer service procedures, techniques, and objectives;

Current office practices and procedures;

English grammar, spelling, punctuation, and composition;

Modern methods of research.

Ability to:

Maintain records efficiently and accurately and to prepare clear and concise reports;

Take, transcribe, and prepare Minutes from meetings;

Interpret applicable federal, state, and County ordinances, codes, statutes, and regulations;

Interpret and explain County department functions, policies, and procedures;

Explain regulatory compliance issues related to the Department’s function;

Understand and follow oral and/or written policies, procedures and instructions;
• Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
• Operate standard and specialized document preparation, copying, archiving, and retrieval equipment;
• Communicate effectively, both orally and in writing;
• Maintain confidentiality;
• Establish and maintain effective working relationships with other County employees, supervisory personnel, state and local elected and appointed officials, and the public;
• Deal tactfully and diplomatically with government officials, elected and appointed officials, and the general public;
• Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
• Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
• Perform time management and scheduling functions, meet deadlines, and set project priorities;
• Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
• Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
• Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.
• Conduct research independently and to compile findings.

Ability to Quickly Attain Knowledge of:
• County government practices and procedures;
• Idaho Open Meetings laws
• County department functions and relationship to one another;
• State and County statutes, codes, and ordinances relating to the preparation and publication of public notices and postings, ordinance preparation and posting, and preparation and maintenance of public meeting and hearing minutes;
• Applicable federal, state and County statutes, laws, codes, and regulations;

Acceptable Experience and Training
• High school diploma or GED equivalency is required and business office training is preferred; and
• Experience in a government setting is preferred; and
• Legal background, e.g. paralegal, legal secretary, etc., is preferred; and
• Three (3) years office experience is required; executive secretary, legal secretary, paralegal, or administrative assistant experience is preferred; or
• Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications
• Notary Public certification is required; must be obtained within ninety (90) days of appointment (County assisted and paid).
Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with the public and other employees on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written instructions and review, evaluate, and prepare a variety of written/typed documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, strength, and agility, with or without reasonable accommodation, which permits the employee to sit and work at a keyboard for an extended period of time, and to work in an office environment.
- Jobs in this class require, with or without reasonable accommodation, lifting or moving up to 25 pounds occasionally; the employee is regularly required to stand; maneuver; sit; bend; stoop, crouch, and stretch; the employee is frequently required to use hands to operate a computer keyboard and standard office equipment; to handle or feel; and to reach with hands and arms.

Benefits

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: [www.co.bingham.id.us](http://www.co.bingham.id.us), then click on Human Resources and that will take you to our web page and on the right side you will see “Employee Benefits”, if you click on this you will be directed to our Benefits page.

How to Apply

A job description and the Application may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 110 or you may find the application on our website: [www.co.bingham.id.us](http://www.co.bingham.id.us). When you have completed the Application and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day. You may also fax the paperwork to (208) 782-2681 or email it to: l pope@co.bingham.id.us by the closing date and time.

The back page of the Application is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Human Resources will notarize this page for you.