

Confidential Administrative Associate - Clerk

Job Description



Department: Clerk
Position: Appointed
Grade: 721
Supervisory: No
Reports to: County Clerk

Summary

Under guidance and direction of the Utah County Clerk, performs routine and complex confidential administrative support tasks. Functions as a confidential assistant and project manager for the County Clerk. Incumbents serving in this classification are appointed by and support the elected County Clerk.

Essential Functions

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

1. Function as personal assistant to the County Clerk; receive and return phone calls and relay messages and other information on his/her behalf; schedule meetings, events, and calendar appointments.
2. Function as project manager for major projects in the Clerk's office; create and maintain timelines; track and report on progress; provide follow-up on delegated assignments, as needed.
3. Function as liaison between the Clerk's office and external organizations.
4. Provide data-driven research for special projects, potential vendors, and the implementation of officewide efficiencies.
5. Coordinate and communicate with vendors and potential vendors for presentations; establish and maintain relationships with vendors.
6. Oversee purchase orders for department; review, correct, and approve final payment authorization according to budgetary constraints and department and County policies; follow proper financial documentation requirements; process and track to completion; request transfer of funds, when necessary.
7. Process a high volume of travel for the department; conduct research; book travel; reconcile expenses.
8. Reconcile purchasing card transactions for department.
9. Perform communication and other related actions as a liaison with the Office of Human Resources Management; coordinate recruitment, selection, and hiring.

For Office Use Only

Job Code: 6010

Job Title: Confidential Administrative Associate – Clerk

FLSA: Exempt

Effective Date: 12/14/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

10. Track due dates of performance appraisals; ensure completion and submission to the Office of Human Resources management.
11. Function as a timekeeper for the department; utilize the County's time-entry system to ensure proper reporting of work time; resolve employee payroll questions and issues in coordination with the Office of Human Resources Management.
12. Coordinate press relations and public relations for the Clerk's office; prepare and issue press releases, as needed.
13. Coordinate internships for the Clerk's office; maintain relationships and agreements with local universities; interview, hire, and oversee interns; provide weekly assignments and review performance; provide necessary grading of interns, per local university agreements.
14. Administer and record Oaths, as directed.
15. Affix County Clerk signature on authorized documents, as directed.
16. Perform general clerical support duties for the Clerk's office; support multiple divisions, as needed; assist the general public with related matters.

Knowledge, Skills, and Abilities

- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of general organization and functions of county government
- Knowledge of county ordinances, state code, and other laws and regulations pertaining to legal notices and execution of contracts
- Knowledge of records access and retention
- Knowledge of supervisory techniques
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing and data entry
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to understand and follow clear work instructions
- Ability to maintain confidentiality of sensitive records and information
- Ability to create and maintain record keeping, filing systems, and other work processes

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department. Incumbent directs the work of interns and provides feedback to schools, as appropriate.

For Office Use Only

Job Code: 6010

Job Title: Confidential Administrative Associate – Clerk

FLSA: Exempt

Effective Date: 12/14/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

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. Work may expose the incumbent to high-stress situations, including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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 supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be 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

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

Recommended Education and Experience

1. High School Diploma or equivalent.
2. Five (5) years of complex clerical or administrative support work experience, including two (2) years directly related to duties described above.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to candidates with a bachelor's degree.
2. Preference may be given to applicants who have a documented typing speed at or above the rate of sixty (60) WPM net.

For Office Use Only

Job Code: 6010

Job Title: Confidential Administrative Associate – Clerk

FLSA: Exempt

Effective Date: 12/14/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

Additional Eligibility Qualifications

1. Selected applicant may be required to obtain and thereafter maintain State of Utah Certificate of Authority of Notary Public.
2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
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.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

For Office Use Only

Job Code: 6010

Job Title: Confidential Administrative Associate – Clerk

FLSA: Exempt

Effective Date: 12/14/2022

Public Safety: No

Worker’s Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor