

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 complex confidential administrative and strategic tasks. Functions as a project manager, external liaison, and key representative 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 and primary representative for the County Clerk; manage schedules, communications, and appointments.
2. Coordinate major office projects and the administrative operations of the elections division to ensure efficiency and achieve service goals, as directed.
3. Serve as a liaison to external organizations, government agencies, and the public and coordinate all press and public relations as directed.
4. Assist in developing and implementing long-term department goals, strategic initiatives, and agency-wide programs to enhance services and address changing needs.
5. Conduct data-driven research for special projects, potential vendors, and the implementation of officewide efficiencies.
6. Assist with developing, monitoring, and managing the department budgets.
7. Monitor division compliance with Utah state law and County ordinances and policies; assist in drafting official policy and recommending legislative changes in coordination with county attorneys, as directed.
8. Coach and train employees to foster cooperation with external stakeholders.
9. Advise legislative and policy changes affecting the County to the County Clerk for consideration by state legislators and the executive branch.
10. Administer and record Oaths, as directed.

For Office Use Only

Job Code: 6010

Job Title: Confidential Administrative Associate – Clerk

FLSA: Exempt

Effective Date: 6/16/2026

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

Knowledge, Skills, and Abilities

- Knowledge of general organization and functions of county government
- Knowledge of county ordinances, state code, and other regulations pertaining to the duties of the County Clerk
- Knowledge of proper grammar, spelling, and punctuation for professional communications
- Knowledge of best practices for public records access, retention, and confidentiality
- Skilled in using office productivity software including Microsoft Office Suite for research, analysis, creating professional documents, word processing and data entry
- Skilled in maintaining effective record-keeping systems and administrative work processes
- Ability to communicate effectively, both verbally and in writing, with a high degree of professionalism
- Ability to maintain strict confidentiality of sensitive records and information
- Ability to maintain cooperative working relationships with those contacted during the course of work activities

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptops, desktops, smartphones, 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 listen. Specific vision abilities necessary for 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 occasionally drives a motor vehicle.

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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 5 (five) percent.

Recommended Education and Experience

1. High School Diploma or equivalent.
2. Five (5) years of administrative support, legislative, or public affairs work experience, including two (2) years of significant public interaction, project coordination, or policy support.
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 candidates with experience working for an elected official, or in a legislative, public policy, or government affairs environment.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. 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.

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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 _____

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