

Confidential Executive Assistant - Commission



Job Description

Department: Commission
Position: Appointed
Grade: 721
Supervisory: No
Reports to: County Commissioner

Summary

This role is appointed by a Utah County Commissioner. The incumbent will function as a confidential assistant and perform routine and complex administrative duties to support the Commissioner.

Essential Functions

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

1. Function as personal assistant to a County Commissioner; receive and return phone calls and relay messages and other information; represent the individual County Commissioner at meetings on his or her behalf, as directed; schedule meetings, events, and calendar appointments.
2. Function as liaison between the individual Commissioner's Office and citizens and outside agencies; communicate regarding County information, as authorized.
3. Compose correspondence, documents, and reports, including statistical reports, as authorized; take and transcribe dictation and minutes of various meetings.
4. Conduct research, as assigned; develop research formats, collect data, formulate results; compose and type research reports and papers.
5. Assist Commissioner with administrative and analytical details; draft proposals, executive summaries, and other documents.
6. Provide information and assistance to department heads, county employees, and the public; handle complaints and refer concerns to appropriate persons.
7. Perform County management support activities for Commissioner such as preparing or reviewing board agenda items, making purchases, and reviewing reports relating to budget, payroll, accounts receivable, accounts payable, and reimbursements.
8. Schedule meetings and organize workload for Commissioner; interact and coordinate with representatives from various federal, state, county, and local entities.
9. Establish and maintain permanent records for archiving and public review.
10. Make travel and other arrangements for meetings and conferences.
11. Perform general clerical support duties for the individual Commissioner's Office.

For Office Use Only

Job Code: 3210

Job Title: Confidential Executive Assistant -
Commission

FLSA: Exempt

Effective Date: 10/9/2024

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

12. Assist others in regular duties and special projects, as assigned.
13. Maintain effective working relationships with the Commission staff and other Commission Offices.

Knowledge, Skills, and Abilities

- Knowledge of general organization and functions of county government
- Knowledge of modern office practices and procedures
- Skilled in reading, writing, and basic math
- Skilled with various computer applications including word processing, spreadsheets, and databases
- Skilled in document composition
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to perform basic bookkeeping
- Ability to communicate verbally and in writing
- Ability to maintain records, files, and reports
- Ability to gather and interpret information
- Ability to coordinate multiple tasks efficiently and work well under pressure and impending deadlines
- Ability to work without close supervision

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

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 occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged 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. The employee is frequently required to stand, talk, and hear. Specific

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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 twenty (25) pounds. The employee occasionally 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 five (5) percent.

Required Education and Experience

1. High School Diploma or equivalent.
2. Five (5) years of clerical or administrative support work 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. Applicants must possess a valid driver’s license or obtain a valid State of Utah driver’s license within 60 days of employment.
2. Selected applicants may be required to obtain a State of Utah Certificate of Authority of Notary Public.
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.

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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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