

**COUNTY OF MARLBORO
JOB POSITION DESCRIPTION**

JOB TITLE: Clerk to Council/Administrative Assistant
Administration

DEPARTMENT: _____

REPORTS TO: Council/County Administrator **FLSA STATUS:** Non-Exempt

DATE APPROVED: 04/25/2023 **APPROVED BY:** JRM

I. PURPOSE / SUMMARY:

Under general supervision performs a wide range of administrative and clerical duties in the Administration Department.

II. ESSENTIAL FUNCTIONS:

- Interfaces regularly with citizens and/or officials on behalf of the County Administrator, County Council, and administrative staff through telephone, electronic or in-person communications.
- Performs general office duties including scheduling appointments, typing correspondence, etc.
- Assists Department Heads and staff as needed with correspondence, reports, etc. when needed.
- Assists Building Maintenance Director with work orders and emergency calls – keep log.
- Maintains care and maintenance of Xerox Copier Machine. Sets up auditron usage for new employees.
- Makes hotel reservations for all personnel including elected officials when needed using credit card.
- Makes on-line purchases by credit card for all departments when authorized by the County Administrator.
- Prepares for Council, Planning Commission, and Zoning Appeals meetings to include: preparation of agendas, prepare packets, typing Ordinances and Resolutions when necessary. Distributes packets to necessary parties.
- Places notice of all meetings in local paper and on county website. Notify news media of meetings.
- Attends all meetings, record meetings, takes notes during meetings, and prepares minutes afterward.
- Acquires all necessary signatures on documents and distributes to necessary parties.
- Maintains all documents of Ordinances, Resolutions, Minutes, Packets and Agreements in proper files and/or record books with Contents page.
- Maintains file of Planning Commission/Zoning Appeals members which have been certified.
- Works with county attorney with research and directing correspondence to necessary parties when requested.
- Assists Council members for reimbursements for travel and meals.
- Assists County Administrator on as needed basis.
- Maintains Web site as required.
- Assigns county vehicle and regular maintenance of vehicle.
- Other duties which may be assigned by the County Administrator or Council Chair.

III. SKILLS/EDUCATION/OTHER REQUIREMENTS:

- High School degree or equivalent with 5 years administrative and or secretarial experience.
- Must be computer literate with experience in Microsoft Windows, Word, Powerpoint and Excel and computer software essential to department operations.
- Must be proficient in the operations of equipment including scanners, recording system, transcribers, adding machine/calculator, radio system, telephone, fax machines, general maintenance of copier machine and any equipment essential to the department operations.
- Must be able to interact and communicate with various departments.
- Ability to learn Website development and maintenance.

IV. CERTIFICATIONS REQUIRED:

- None

V. SUPERVISION:

- None

DISCLAIMER

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.