

ADMINISTRATIVE ASSISTANT-COUNTY CLERK

GENERAL STATEMENT OF DUTIES: Serves as Administrative Assistant to the County Clerk; supervises all phases of the operation of the Clerk's Office including the organizing, coordinating and evaluation of office procedures; works under the general supervision of the County Clerk; performs related duties as required.

STATEMENT OF TASKS:

Act as Deputy County Clerk;
Assists Circuit Court Judges in qualifying jury panels;
Attends various meetings, conventions and workshops;
Prepares various reports, legal documents and correspondence;
Acts as election clerk for the County;
Handles administrative details of elections;
Assists the County Clerk in his duties a selection official;
Assists the County Clerk in preparation of the budget;
Participates in writing a procedures manual for office operations;
Administers human resource functions of the office, including screening, hiring and disciplining employees;
Trains and supervises office staff;
Recommends reorganization of office procedures, including introduction of new and innovative computerized techniques.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public administration and general administrative procedures and practices;
Knowledge of accounting, planning, budgeting and human resource procedures;
Knowledge of computers and related software;
Knowledge of methods analysis and systems analysis techniques;
Ability to follow complex oral and written directions;
Ability to maintain and abstract complex clerical records;
Ability to make decisions in accordance with laws, regulations and established procedures;

Administrative Assistant-County Clerk

Ability to plan and supervise the work of others;
Ability to lead workshops and give public presentations;
Ability to hire, train and supervise employees;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

As determined by the appointing authority, The Clerk/Register.

Established: May 18, 1977

Revised: May 10, 2013



Human Resources