

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of the New Hire of an
Employee**

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)
)
ORDER NO. 23258

WHEREAS, it is the recommendation of Michael E. Fitzgerald, Director of County Operations, that the following person shall be hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Salary Range/Step</u>	<u>Rate</u>	<u>Status</u>
Natasha H. Tippetts	Administrative Assistant	G-1	\$4087/mo	Full Time

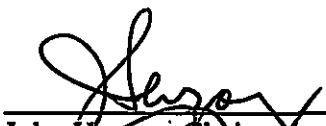
The job description is attached hereto and incorporated by reference.

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

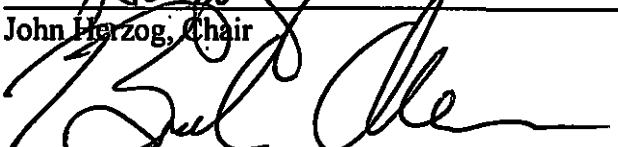
NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated hire be in effect as of June 1, 2023.

DATED this 17th day of May, 2023

BOARD OF CURRY COUNTY COMMISSIONERS

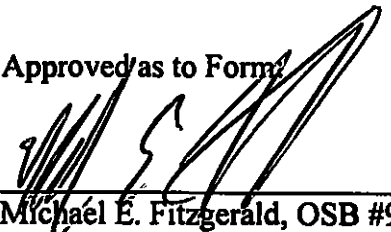


John Harzog, Chair



Brad Alcorn, Vice Chair

Approved as to Form:



Michael E. Fitzgerald, OSB #950738
County Legal Counsel



Jay Trost, Commissioner

CS 2023-140
Curry County Clerk, Shelley Denney

Filed Date 05.18.2023

Time 08:44 AM

Deputy Merci Buss

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Administrative Assistant – Commissioners – Page 1

EXEMPT: No
SALARY LEVEL: G
SUPERVISOR: Director of Operations
PREPARED BY: Director of Operations

February 2023

POSITION SUMMARY:

Serves as the Administrative Assistant for the office of the Board of Commissioners. This position is the first point of contact for the public as they call or visit the Board of Commissioners office. Performs clerical work and document creation, which may include the handling of highly sensitive and confidential information. Proficient in Microsoft Office Suite.

This Administrative Assistant classification is distinguished from other administrative or executive assistant classifications by the greater degree of complexity of office and administrative duties undertaken. This position requires a superior degree of independent judgment to complete assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Answers phones and greets the public as they come to the Board of Commissioners Office. Schedules and maintains the master calendar for the Board of Commissioners.
2. Serves as the recording secretary for Board of Commissioners' meetings and workshops. Acquires Commissioner signatures on documents following Board approval and files those documents with the County Clerk. Prepares meeting and workshop minutes, arranges audio-visual services for Board meetings, and reserves meeting rooms upon request.
3. Assembles information and prepares agendas for Board meetings. Reviews agenda items submitted for completeness and accuracy and posts submissions to the BOC drive for approval prior to public posting. Advises each Board member of background information in preparation of scheduled meetings, providing reference material as needed.
4. Coordinates and maintains all documents and activities for County advisory boards and County committees which includes term expirations, vacancy notices, resignation acknowledgements, appointments, orders and appreciation letters; maintains paper and electronic files as required. Coordinates with County departments as needed for committee business. Notifies the Board when appointments should be made for advisory committees, boards and commissions.

JOB DESCRIPTION

JOB TITLE: Administrative Assistant – Commissioners – Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

5. Prepares correspondence such as letters, emails, reports, notices and other material of important nature, some of which may be confidential in nature.
6. Prepares claims for payments/reimbursements for submission to Accounts Payable and deposits money as necessary.
7. Maintains Board Office equipment and supplies.

SUPERVISORY RESPONSIBILITIES:

There are no supervisory responsibilities. Able to work with minimal supervision.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THIS POSITION:

Thorough Knowledge of -

Office practices and methods of office organization.
Business English, spelling, grammar, composition.

Ability to -

Communicate effectively in oral and written form, and to work effectively with other employees, agencies & the general public using courtesy, tact & good judgment.

Use computers and business software proficiently including but not limited to Microsoft Office Suite.

Prioritize tasks and meet deadlines.

Remain calm and use good judgment during confrontational or high pressure situations.

Maintain confidentiality and professionalism.

Use initiative and judgment in carrying out responsibilities with minimal instruction and guidance. Courteously meet and deal effectively with other employees, all County department heads, legislative and congressional representatives, federal, state, and city agencies, public agencies, advisory boards, committees, private businesses, contractors, consultants, media and the public. Understand and comply with statutory requirements for public records, public notice, public meetings and advisory boards/committees.

GUIDELINES:

Work is performed within departmental policy and procedure: federal, state and county statutes, rules, regulations and ordinances, personnel rules, various

JOB DESCRIPTION

JOB TITLE: Administrative Assistant – Commissioners – Page 3

administrative reference materials, office management reference materials, secretarial handbooks. Employee uses seasoned judgment, initiative, and experience in interpreting guidelines and contributes to modifications of existing guidelines by advising the Board of problems encountered.

EDUCATION AND/OR EXPERIENCE:

Associate's degree and five years or more of experience in an office work environment including experience in administrative, financial and office management functions; or any satisfactory equivalent combination of education, training and experience. Must have highly developed writing skills and independent ability.

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.