

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

In the Matter of an Order Adopting a)
Position Description for a New Position) **ORDER NO. 23336**
(BOC & Human Resources Specialist))
)

WHEREAS, it is the recommendation of Michael E. Fitzgerald, Director of County Operations, that the attached position description be adopted for the following new position:

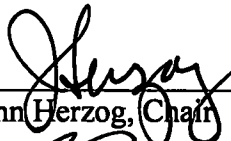
BOC & Human Resources Specialist	J
Position Title	Range

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

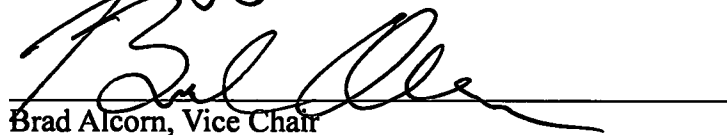
NOW, THEREFORE, IT IS HEREBY ORDERED THAT the above stated position, which description is attached hereto and incorporated herein by reference, is adopted.

DATED this 6th day of December, 2023.

BOARD OF CURRY COUNTY COMMISSIONERS

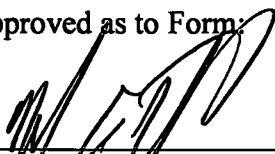


John Herzog, Chair

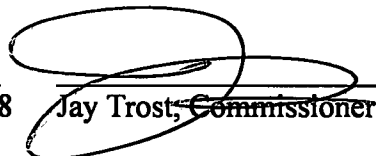


Brad Alcorn, Vice Chair

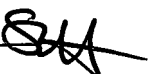
Approved as to Form:



Michael E. Fitzgerald, OSB #950738
County Legal Counsel



Jay Trost, Commissioner

CS 2023-378371
Curry County Clerk, Shelley Denney
Filed Date 12 19 23
Time 10:41 AM - 4pgs
Deputy S. Lindsay Harris 

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: BOC and Human Resources Specialist

EXEMPT:	No	
SALARY LEVEL:	J	
SUPERVISOR:	Board of Commissioners Office Administrator	
PREPARED BY:	Board of Commissioners Office Administrator	November 2023

GENERAL POSITION SUMMARY:

This position is the general point of contact when calling or visiting the County Annex Building. This position provides information to the public regarding the Board of Commissioners Office, as well as about County job opportunities.

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 County 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, performs audio-visual recording services for Board meetings, and reserves meeting rooms upon request. Maintains Board Office equipment and supplies. Prepares claims for payments/reimbursements for submission to Accounts Payable and deposits money as necessary.
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. Prepares correspondence such as letters, emails, reports, notices and other material of important nature, some of which may be confidential in nature.
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.

5. Organizes and facilitates the advertisement and recruitment of County jobs in conjunction with Department Heads, and updates salary ranges. Advertises positions internally pursuant to Collective Bargaining Agreements. Issues, collects and screens applications prior to their dispersal to Department Heads.
6. Maintains official employee records and personnel files, as well as a database of job descriptions. Updates personnel records as approved by the Board of Commissioners. In conjunction with the Director of County Operations, administers and organizes the salary range placement process. Arranges annual employee training, including government ethics, employee safety, and policies.
7. Provides orientation for new employees, including a review of County policies, procedures, and benefit programs. Signs new employees up for payroll and benefits.
8. Assists Department Heads with employee counseling, discipline and termination in conjunction with the guidance of the County's insurer.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

There are no supervisory responsibilities. Able to work and make decisions with minimal supervision. Supervised by the BOC Office Administrator.

QUALIFICATION REQUIREMENTS:

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

EDUCATION AND/OR EXPERIENCE:

Associate 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.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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

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