

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

**In the Matter of Adopting a Position)
Description for an Existing Position)**

ORDER NO: 23095

WHEREAS, it is the recommendation of Garrett Thomson, Building Official, that the attached position description be adopted for the following position:

**Administrative Assistant
Position Title**

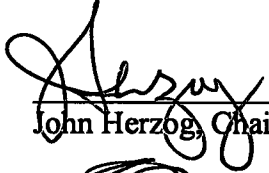
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Range**

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 recommendation be in effect as of May 18, 2022. This description replaces any previous description approved for this position.

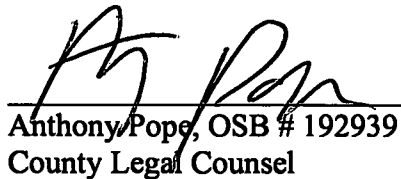
DATED this 18th day of May, 2022.

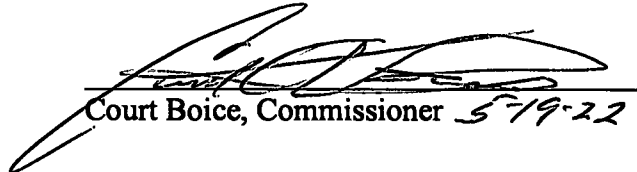
**CURRY COUNTY
BOARD OF COMMISSIONERS**


John Herzog, Chair


Christopher S Paasch, Vice Chair

Reviewed as to Form:


Anthony Pope, OSB # 192939
County Legal Counsel


Court Boice, Commissioner 5-19-22

**CURRY COUNTY
JOB DESCRIPTION
JOB TITLE: Administrative Assistant – Community Development**

EXEMPT: No
SALARY LEVEL: D
SUPERVISOR: Building Official
PREPARED BY: Building Official

July 2022

POSITION SUMMARY:

Serves as an administrative assistant and perform some accounting and clerical functions in the department of Community Development with responsibilities that include; relieving department head of various administrative and clerical duties, making minor administrative decisions on behalf of the department, assists with special assignments, as well as performing highly responsible and advanced secretarial and clerical duties. Work is performed under general supervision and is reviewed primarily through results obtained. Performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

General understanding of State and County Codes administered by the department necessary for routing inquiries to the correct staff.

Screens telephone calls and visitors by asking questions to determine needs or purpose of inquiry or visit, then providing appropriate assistance.

Provides assistance to the general public in researching older permits issued in Curry County; completing and processing applications and forms required for new permits for the Building Department.

Issues building permit numbers and enters data into the department's state e-permitting system; takes building inspection requests from the public and schedules inspections for the various building inspectors.

Researches, prepares, and composes letters, reports, notifications, documents, memos, and other materials of an important or confidential nature on own initiative or from brief instructions or notes.

May prepare claims for accounts payable, collect and distribute time sheets in absence and as requested by the office manager. Performs general secretarial and clerical work such as typing, filing, scheduling appointments and routing mail.

Conducts studies for the department heads and other staff that involves collection of detailed data, interpretation of reported data and preparation of reports summarizing the data.

Compares data on forms with data in county records for completeness and accuracy when processing permit applications.

JOB DESCRIPTION

JOB TITLE: Administrative Assistant – Community Development – Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

Independently responds to correspondence and handles complaints and adjustments of non-routine natures. Explains departmental policies and procedures to both the public and other employees.

May account for all fees for Community Development Department, keep records balanced and money properly distributed, and does department reporting in absence and as requested by the office manager.

Perform all other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATION REQUIREMENTS:

Thorough knowledge of business English, spelling and punctuation. Considerable knowledge of general office practices; bookkeeping, accounting principles, filing systems, telephone contact, public contact at a business window and organizational ability in handling paperwork. Must be familiar with personal computer software for word processing (Microsoft Word preferred) and spreadsheet development. Should be sufficiently familiar with database computer software to be able to use the department's permit tracking program after training. Knowledge of Oregon land use planning law, on-site sewage disposal regulations, and building code is desirable but not required.

Must be able to take notes at public meetings and to translate the notes and audio recordings of the meeting into an accurate written record of the proceedings as minutes for the official record of the county. Must have the ability to communicate effectively in oral and written form.

Ability to handle complaints, problems and hostile persons courteously; prioritize assignments and organize own workload; deal effectively with frequent interruptions and several situations at one time; retrieve data from records; research problems; understand governmental regulations; use independent judgment in making decisions within prescribed policies and procedures; and maintain effective working relationships with other employees and the public.

Skill in the operation of a variety of general office equipment which may include, but is not limited to: typewriter, calculator, copy machines, fax machines and computers.

EDUCATION AND/OR EXPERIENCE:

High School education or equivalent, with additional supplemental college course work and training in management, and bookkeeping; three years' experience in office work including secretarial experience of a progressively responsible nature or an equivalent combination of training and experience.

JOB DESCRIPTION

JOB TITLE: Administrative Assistant – Community Development – Page 3

PHYSICAL DEMANDS:

The physical demands require the employee to sit at a computer for long periods of time. Also, may be required to stand for long periods of time.

Ability to deal effectively with stress.

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

WORK ENVIRONMENT:

Work is performed in an office environment and the noise level is usually moderate.