

**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**

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ORDER NO. 23147

WHEREAS, it is the recommendation of Julie Swift, Payroll & HR Coordinator, that the attached position description be adopted for the following position:

Administrative Assistant – Maint.
Position Title

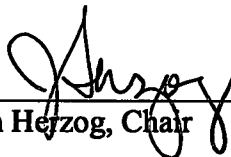
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WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of August 8, 2022. This description replaces any previous description approved for this position.

DATED this 17th day of August, 2022.

**CURRY COUNTY
BOARD OF COMMISSIONERS**



John Herzog, Chair

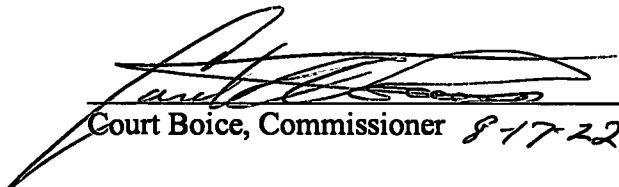
Approved as to Form:



Anthony Pope, OSB # 192939
County Legal Counsel

Absent

Christopher S Paasch, Vice Chair



Court Boice, Commissioner 8-17-22

**CURRY COUNTY
JOB DESCRIPTION
JOB TITLE: Administrative Assistant – Facilities Maintenance**

EXEMPT: No
SALARY LEVEL: D
SUPERVISOR: Facilities Maintenance Director
PREPARED BY: Director of Operations

April 2020

POSITION SUMMARY:

Serves as the Administrative Assistant in the Facilities Maintenance Department with responsibilities that include; tracking leases and ensuring rents are paid, tracking contracts and ensuring contractual obligations are being met and contracts are being renewed, ordering supplies, processing claims, managing inventory, maintaining the parts and tool stock in an organized fashion, as well as performing highly responsible and advanced secretarial duties. Work is performed under general supervision and is reviewed primarily through results obtained.

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.

Screens telephone calls by asking questions to determine needs or purpose of inquiry or visit, then providing appropriate assistance. This often means logging requests and prioritizing them for service.

Managing the county's leases, ensuring they are renewed or terminated, tracking rent payments. Maintaining county occupancy records.

Responsible for the organization of the tool and parts room and restocking as required.

Develop a contract tracking system and overseeing contractual obligations are met.

Apply for grants on behalf of the Department, and tracking grant compliance.

Orders supplies and prepares claims for accounts payable.

Performs general secretarial and clerical work such as typing, filing, and routing mail. Distributes payroll/time sheets; keeps track of sick leave and vacation time for employees.

Schedules appointments for department head; arranges and coordinates meetings, reservations and travel. Keeps those served informed of itineraries and appointments.

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

JOB DESCRIPTION

JOB TITLE: Administrative Assistant – Facilities Maintenance – Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

Responsible for monitoring expenditures to assure compliance with budgeted funds.

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

This position is the department liaison to the Fiscal Services Department and the County Treasurer's Office for all fees and grant funding received by the department.

SUPERVISORY RESPONSIBILITIES:

Provides general supervision of employee time sheets and justifies vacation and sick leave. Responsible for educating new employees on county and departmental policies.

QUALIFICATION REQUIREMENTS:

Requires thorough knowledge of secretarial principles and practices, bookkeeping, accounting principles and record keeping methods; some knowledge of Oregon land use planning law and building code is desirable.

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.

Ability to make decisions independently in accordance with established policies and to use initiative and judgment in carrying out responsibilities with minimal instruction and guidance while able to recognize situations in which supervision and guidance are necessary.

Ability to independently investigate assigned problems, determining method of research as well as data and information required.

Must have the ability to communicate effectively in oral and written form; must have skill in typing and the use of modern office equipment.

Must have the ability to establish and maintain effective relationships with other employees, department heads and the general public.

Must have excellent organizational skills.

EDUCATION AND/OR EXPERIENCE:

High school graduation or equivalency, plus some additional course work in bookkeeping or accounting; three years clerical experience of a progressively responsible nature as well as

JOB DESCRIPTION

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EDUCATION AND/OR EXPERIENCE: (cont.)

accounting or bookkeeping experience; or any satisfactory equivalent combination of education of experience and training which demonstrates the ability to perform the above described duties.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Regular and consistent attendance is required. Work is performed both in an office environment and in the tool shop, which involves everyday risks and discomforts and sometime noisy or dusty conditions requiring safety precautions. Physical demands may require bending, gripping with hands and fingers, hearing alarms and voice conversation, keyboarding, lifting up to 35 pounds, pulling, pushing, sitting, standing, stooping, twisting and climbing.

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