

**Sherman County
County Court Administrative Assistant**

Job Description

JOB TITLE: County Court Administrative Assistant

EXEMPT: Yes

REPORTS TO: Sherman County Judge and County Commissioners

SHERMAN COUNTY COURT ADMINISTRATIVE ASSISTANT:

Regular part-time, salaried position, 32 hours per week or 0.80 FTE

GENERAL STATEMENT OF DUTIES: Performs responsible administrative functions to assist the County Court in planning, direction, supervision and coordination of County operations. Track and report progress of all Court projects. Requires use of independent judgment and interpretation of Court policy and procedure, including ordinances, contracts and any other agreements the Court may enter into. Immediately reports concerns and problems to the Supervisor.

SUPERVISION RECEIVED: Works under the direct supervision of the Sherman County Judge and County Commissioners, subject to Sherman County Personnel Policies.

ESSENTIAL DUTIES:

Court Meetings:

1. Schedule dates and appointments for Court meetings.
2. Prepare and distribute agendas for Court meetings
3. Prepare all reference material for Court meetings
4. Prepare electronic packet for Court meetings
5. Schedule Departmental Quarterly Reports as requested
6. Attend and record all Court meetings and hearings including executive sessions
7. Prepare official minutes for Court meetings
8. Maintain a file for each Court meeting with related material
9. Organize and staff County Department meetings

Appointments:

1. Maintain Court calendar
2. Schedule appointments for Judge and Commissioners aligning Juvenile Court, County Court and other meetings
3. Make travel arrangements for court and record expenses

Correspondence:

1. Receive and distribute incoming and outgoing communication for Judge and Commissioners
2. Generate reports and correspondence required by State and Federal agencies to include the annual DEQ Opportunity to Recycle Report
3. Complete surveys and other information requests on behalf of the County
4. Prepare County Court Notes for E-News
5. Prepare Court Session news releases for Times-Journal
6. Prepare and edit County newsletter The Citizen-Reporter

Committees:

1. Advise the County Court when terms expire and appointments need to be made
2. Advertise board and committee vacancies
3. Maintain committee appointment correspondence
4. Purge and update County committee member information

Advertisement:

1. Prepare advertisements for Court-related legal notices
2. Schedule and advertise public hearings and public meetings

Sealed Bids:

1. Receive sealed bids and process information
2. Assist in bidding process as required

General Duties:

1. Facilitate communication and interaction between the Court and all County Departments and programs
2. Respond to problems identified by the Court which may require research and analysis
3. Coordinate special projects
4. Maintain adherence to the current budget for the County Court
5. Monitor legislation
6. Maintain familiarity with Oregon Revised Statutes as they affect business of the County Court, conferring with legal counsel as needed
7. Maintain general knowledge of the activities and programs of other County Departments
8. Compile data

9. Prepare required reports, records and documentation
10. Maintain files
11. Maintain and update the Sherman County Web site
12. Staff Local Public Safety Coordinating Council
13. Serve as a member of the DEQ Recovery/Recycling Team
14. Assist in grant preparation, administration and reports as required
15. Purchase needed supplies and equipment for the Office of the County Court
16. Performs other related duties as assigned

DESIRABLE QUALIFICATIONS:

1. **Abilities:** Effective communication skills, written and oral; works independently with initiative, making decisions independently and using effective time management; operation of modern office equipment, computer systems and programs; maintains confidentiality; maintains records, reports and statistical data; independent decision making in accordance with established policies and initiative and judgment when carrying out tasks and assuming responsibilities with general instructions and guidance; serving the public, other County personnel, organizations and executives and officials from other agencies with tact and judgment.
2. **Knowledge:** Thorough understanding and effective use of standard office procedures and practices, English composition, spelling, punctuation, office record keeping and reporting and reasonable knowledge of legal documents and terminology.
3. **Special Qualifications:** Valid Oregon driver's license and insurance as required by the State of Oregon, reliable transportation and the ability to travel occasionally in the region. Must pass a criminal background check.

EDUCATION AND/OR EXPERIENCE:

High school graduate, preferably followed by college or business school training, at least three years experience in an increasingly responsible business office environment or suitable comparable experience.

PHYSICAL DEMANDS:

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

1. While performing the duties of this job, the employee is regularly required to sit, talk, see, hear, walk, handle objects, tools, standard keyboards of office equipment, and reach with arms and hands.

2. The employee must frequently lift and/or move objects up to 10 pounds, and occasionally lift or move objects up to 25 pounds.
3. Specific vision abilities required by this job include close vision and the ability to adjust focus.

EVALUATION:

The Administrative Assistant's work is evaluated formally once each year by the assigned Supervisor. Interim reviews are conducted through informal conferences and status reports.

I, _____, have read and agree to the functions, responsibilities, requirements, and demands of the position described above.

Employee Signature

Date

Supervisor Signature

Date