



Salt Lake County Job Description

Exempt Secretary – Council

DEPARTMENT: County Council

DIVISION: County Council/7010

JOB CODE: 043 **GRADE:** 001

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 09/30/2015

SAFETY SENSITIVE: No

JOB SUMMARY

Under the general direction of the Council's Executive Committee, performs general clerical and administrative duties and serves as the receptionist for the Council Office; provides secretarial support to the Salt Lake County Council, Council Advisors, and Council Central Staff. **Works closely with the Council Communications and Administrative Coordinator in formatting agendas and other related items for publication.** Serves as a confidential secretary to the Councilmembers under their direct supervision and has regular contact with such officials; provides the Councilmembers with advice and regularly represents the Councilmembers in the eyes of the public.

RECOMMENDED QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business Administration, Political Science, or other closely related field; OR an equivalent combination of related education and experience.

Additional minimum qualifications may be dependent upon licensure or certification related to specific job duties and responsibilities.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Acts in a confidential capacity for the County Council.
- May serve as liaison for the Councilmembers and act as a representative to various groups, individuals, employees, boards, committees, and the general public.
- On behalf of the Councilmembers, uses knowledge of County policies and departmental regulations and operations to answer questions from public officials, community leaders, other government agencies, County employees, and the general public.
- Prepares reports and specialized information for Councilmembers.
- Serves as receptionist for the office of the County Council. Uses considerable public relations skills and knowledge of County policies, procedures, and operations to handle walk-ins, representatives from the news media, and others who have business with the Councilmembers and their staff. Answers telephones and personal inquiries. Routes visitors, appointments, and other guests to the appropriate members of the Council Office's staff departments.

- Receives official visitors and leaders from industry, religion, and other governments with proper protocol and courtesy; announces their arrival, ensures their comfort until they are received by the Councilmember(s) or a staff member.
- Assures that proper decorum is maintained in the Councilmembers' reception area and that the reception area is neat at all times. Prepares proclamations and serves as clerical support to the Council Office staff on special projects as assigned.
- Maintains a file of newspaper articles and a photo file related to County Government.
- Responsible for opening and/or closing the office.
- Responsible for Accounts Payable with regard to office bills. Maintains inventory of office supplies and coordinates maintenance of all office equipment, computers, and copiers.
- Coordinates travel arrangements and payments of travel expenses for Councilmembers.
- Works closely with the Council Communications and Administrative Coordinator in formatting Council agendas for publication, and is responsible for posting the agendas on the County and State websites and for distribution to appropriate agencies. Prepares agenda packets.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Personal computers, job-related software, and communication systems
- Internet-based applications
- Word processing, email, and database applications
- County standards, policies, and procedures
- Business English

Skills and Abilities to:

- Operate general office equipment including computers, phone systems, copiers, and fax machines
- Communicate effectively both verbally and in writing
- Interact with the public in a polite and professional manner under stressful conditions
- Keep and maintain confidentiality in all job responsibilities
- Follow oral and written instructions and procedures without direct supervision.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting.

IMPORTANT INFORMATION REGARDING THIS POSITION

This is an appointed at-will position without tenure and is exempt from the career service system.

Revised Date/Consultant's Initials: 01/16/2017/MB