



# BAKER COUNTY

## POSITION DESCRIPTION

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### **MANAGEMENT ASSISTANT I & II**

<b>DEPARTMENT</b>	
<b>SALARY RANGE</b>	10, 11
<b>BARGAINING UNIT</b>	SEIU
<b>EXEMPT</b>	NO
<b>REVISION DATE</b>	2019, 2022
<b>PRE-EMPLOYMENT BACKGROUND</b>	JOB HISTORY, CRIMINAL HISTORY, DRIVING HISTORY, PERSONAL REFERENCES, & EDUCATION
<b>CHECK INCLUDES: Signature &amp; Date:</b>	

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### **INTRODUCTION**

This classification performs complex duties to assist an elected official by performing clerical, technical and office management functions requiring interpretation and application of departmental policies; serves as a full assistant to and can speak for an elected official.

### **EXAMPLES OF PRINCIPAL DUTIES**

(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed tasks.)

1. Assume responsibility for managing the office of an elected official which includes: direct department activities ensuring compliance to rules and regulations; act as liaison between department and the public providing information requiring extensive knowledge of department policy and procedure.
2. Assume responsibility for a program area within the office of an elected official.

#### **County Clerk.**

I: Receive, record and file legal documents; determine accuracy and completeness. Assign, collect and record cash payments; write receipt and post to departmental records; balance daily cash report; prepare and deposit receipts; balance monthly turnover and distribute funds. Issue marriage licenses, receive passport applications. Direct elections process, register voters, receive candidates' petitions, assist with election boards training, assure appropriate materials disbursed to polls, direct vote by mail process. Clerk Board of Property Tax Appeals; receive, file and index County Court documents.

II: Perform the duties listed as a Management Assistant I in addition to the following: Supervise assigned clerical support staff; and participates in selection, training, evaluation, discipline and termination of employees; plan, organize, coordinate and review work. Ensure work is in compliance with appropriate regulations. Assume accountability for work performed by support staff. Establish and interpret policy and procedure. Research, identify and respond and/or assist the public in receiving or having access to public records in consultation with the Clerk and/or County Counsel.

County Treasurer ~ Tax Collector. Prepare and mail Tax Statements, Courtesy Reminder Notices and Delinquent Tax Statements, research and verify correct accounts to post tax payments, balance daily cash report, prepare and deliver deposits to local bank; Coordinate foreclosure and tax warrants procedures; research returned mail and take appropriate steps to deliver; prepare necessary value correcting Journal Vouchers, letters, lists, orders, etc., take appropriate steps in record keeping or reporting of bankruptcy proceedings filed by tax payers, collect county departments daily funds, verify appropriate funds and departments revenue lines, write receipt and post to county records; prepare and deliver daily deposits to local bank. Assist in research and preparing various audit reports and state mandated reports. Track, research and prepare Oregon State Lands reports.

3. Assist public in person and by telephone; direct calls and individuals to appropriate source; answer a wide variety of questions related to departmental programs; assist public in locating and obtaining various materials, information and in completing forms, permits, licenses and applications. Interpret to public and information requiring knowledge of department policies and procedures in order to provide assistance, exchange information and solve problems.
4. Interpret department policy and procedure to department heads, public officials, employees and the public. Research, obtain information, give direction.
5. Establish and maintain record keeping systems. Prepare correspondence, reports, orders, notices, statistical and financial data and other materials of an important or confidential nature often requiring researching information. Assure accuracy of data.
6. As needed, supervise assigned clerical support staff; and participates in selection, training, evaluation, discipline and termination of employees; plan, organize, coordinate and review work. Ensure work is in compliance with appropriate regulations. Assume accountability for work performed by support staff. Establish and interpret policy and procedure.

### **KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION**

Knowledge of: Thorough knowledge of modern practices and methods of office management; thorough knowledge of business English, spelling, grammar, composition; thorough knowledge of accounting principles, practices and techniques as applied to program area; considerable knowledge of record keeping methods; considerable knowledge of County operations, policy and procedures to answer questions, provide services, and serve as liaison for elected official; considerable knowledge of federal and state statutes that affect municipal government; considerable knowledge of legal documents and terminology.

Skill in: Operation of modern office equipment and machinery; processing information and use of automated equipment.

Ability to: Plan, organize and direct election, registration, recording and filing activities or tax collection activities; communicate effectively in both oral and written forms; establish, maintain and prepare records, reports and statistical data; make decisions independently in accordance with established policy and use initiative and judgment in carrying out tasks and responsibility; adjust to priority changes and remain calm and use good judgment during confrontational or high pressure situations; plan, organize, train and supervise support staff as needed; courteously meet and deal effectively with other employees, department heads, public agencies, advisory board

members, elections board, outside agency officials taxing and service districts, news media and the public to resolve problems, provide service, interpret policy, and to give or exchange information.

Employee may be required to work additional hours during elections or tax collection times.

### **QUALIFICATIONS**

Minimum: Five years progressively responsible clerical experience which includes two years of supervisory or program management experience OR any satisfactory equivalent combination of experience and formal training.

Preference: Specific knowledge or experience related to assigned department.

### **SUPERVISORY CONTROLS OF THIS POSITION**

This classification works under the guidance of an elected official. The employee works independently in administering a complex area of responsibility and confers with supervisor for professional advice. Discretion is required in applying general goal and policy statements, in development of recommendations, policies and procedures and in resolving program problems. Work is accomplished within a broad framework, with authority and responsibly in area of service. Periodic reviews of work performance are conducted in terms of expected results.

This classification oversees the work of administrative support staff and has responsibility for work performed within staff when applicable.

### **GUIDELINES**

Work is performed within departmental policy and procedure; federal, state, and county rules, regulations and ordinances; bargaining unit contract, personnel rules; various administrative reference material; office management reference material; secretarial and data processing handbooks. Employee uses seasoned judgment, initiative, and experience to interpret and choose between alternative guidelines.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Work is performed in an office environment and is generally sedentary; however, may require bending, hearing voice conversation, keyboarding, occasionally lifting up to 34 pounds, pulling, reaching, sitting, standing and walking. Some positions may share common exposure to chemicals/fumes in the microfilming function.