

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2016-160**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job description revisions including name change within the Judge/Executive's Office:

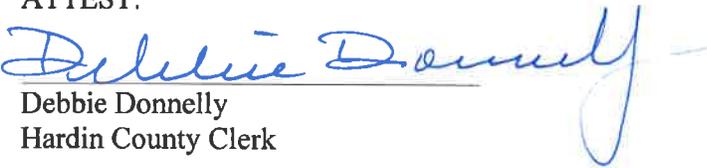
1. Office Receptionist/Clerk to Judge/Executive's Office Support Associate

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 25 October 2016.



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Debbie Donnelly
Hardin County Clerk

**Hardin County Government
Job Description**

Judge/Executive's Office Support Associate

October 25, 2016

**Judge/Executive's Office
Pay Grade 5**

Job Summary

The purpose of the position of Judge/Executive's Office Support Associate is to perform varied clerical and public contact work in the office of the County Judge/Executive under the supervision of the Deputy Judge Executive. The person holding this position will assist the Judge/Executive's Administrative Assistant with the indexing and maintaining copies of the minutes from Fiscal Court meetings, and committee meetings of the Fiscal Court. The person holding this position must have a thorough knowledge of all aspects of clerical duties, and develop a thorough knowledge of county government operations. The Judge/Executive's Office Support Associate will perform any tasks as needed for the Judge/Executive, Deputy Judge/Executive, Chief Emergency Services Officer, and HR/Safety Coordinator.

Major Essential Duties

- Answer telephone calls and provide information to the callers, direct to appropriate office
- Open mail daily and distribute to appropriate offices
- Post and maintain all messages received
- Order and receive office supplies
- Organize and maintain office files
- Provide required services for visitors to the office
- Prepare documents for, and witness wedding ceremonies
- Fax, mail and copy documents as necessary
- Perform activities as detailed in the Policy and Procedures of the Hardin County Judge/Executive.
- Provide Clerical support for the Deputy Judge/Executive, the Human Resources/Safety Coordinator, the Chief of Emergency Services Officer, and others as requested by the Deputy Judge/Executive.
- Publish Fiscal Court agendas, ensure necessary documents (ordinances, resolutions, reports, etc.) are prepared and distributed, including "read ahead" packets for the Fiscal Court Meeting and Committee Meetings.
- Work with confidential information and treat it as such.

Minor Essential Duties

- Operate standard office machines and fulfill necessary office errands
- Send mail and documents to be recorded or delivered at the end of each day to the appropriate offices
- Clock in all bids for county contracts and projects, deliver documents to Finance Department
- Assist fellow employees with tasks as needed
- Perform other tasks as required by Judge/Executive or Deputy Judge/Executive.

Supervisory Responsibility

- None

Relationships

The Judge/Executive's Office Support Associate performs the duties within the Judge/Executive's Office, under the supervision of the Deputy Judge/Executive.

Qualifications

Education and/or Experience

- Must be at least 18 years of age.
- Must be a graduate of an accredited high school or equivalent; college credits in appropriate fields preferred.
- Must have experience in office procedures and practices or willingness to learn said practices.
- Working knowledge of county government operations is preferred.

Language Skills

- Ability to respond to inquiries and/or complaints from employees, regulatory agencies and vendors
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills
- Respond to sensitive inquiries

Mathematical Skills

- Add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals

Reasoning Skills

- Defines problems, collects data, establishes facts, and draws valid conclusions
- Interprets a variety of technical and instructional information
- Makes decisions which serve the County's best interest and follow the missions and objectives of the department

Certificates, Licenses, Registrations

- None Required

Other Knowledge and/or Skills

- Operate standard office machines.
- Exercise mature judgment, courtesy and tact in dealing with county employees on the telephone or in person.
- Display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees.
- Skilled in effective use of computers and standard office machines and records management, and correspondence preparation.
- Working knowledge of standard office computer programs for word processing, spread sheets, and database management.

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3)

Sit
Talk or hear
Use hands to file, handle, or feel

Occasionally (under 1/3)

Stand or walk
Reach with hands and arms
Lift and/or move up to 25 pounds

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually moderate.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must sign a form agreeing to non-disclosure of confidential information.

Date Approved: _____



Harry L. Berry
Hardin County Judge/Executive