

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2017-024**

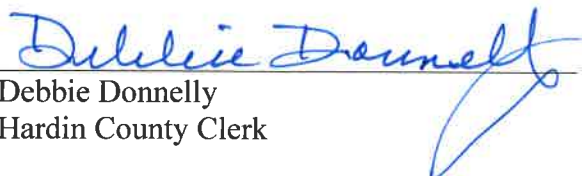
**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, with concurrence of the Resources and Community Support Committee, to approve revisions to the following job description within the Judge/Executive Office:

1. Executive Administrative Assistant

**ADOPTED**, by Hardin County Fiscal Court in its regular meeting on 28 February 2017.

  
\_\_\_\_\_  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST:

  
\_\_\_\_\_  
Debbie Donnelly  
Hardin County Clerk

## **Hardin County Government Job Description**

### **Executive Administrative Assistant**

*February 28, 2017*

### **Judge/Executive's Office**

**Pay Grade 12**

#### **Job Summary**

The purpose of the position of Executive Administrative Assistant is to assist the Judge/Executive in coordinating, communicating, facilitating, and executing the requirements and responsibilities of Hardin County Government. Under the direction of the Judge/Executive, the Administrative Assistant coordinates administrative requirements between various divisions of County Government; acts as Office Manager of the Judge/Executive's Office; executes administrative, clerical, and analytical tasks; acts as a liaison between County Government and other units and agencies of government at the federal, state and local level; manages special projects involving Hardin County Government; prepares the Fiscal Court Agenda; prepares the courtroom for Fiscal Court meetings; and assist with public relations for county government.

#### **Major Essential Duties**

- Perform varied clerical, analytical and public contact duties on behalf of the Judge/Executive
- Publish Fiscal Court agendas; insure necessary documents (ordinances, resolutions, reports, etc.) are prepared; and distribute "read ahead" packets for the Fiscal Court meetings
- Prepare the courtroom for Fiscal Court meetings by loading the electronic files onto the courtroom computer
- Operate the PowerPoint and other electronic presentations at the Fiscal Court meetings
- Index and maintain copies of the minutes from Fiscal Court and committee meetings for easy retrieval
- Post Fiscal Court meetings, committee meetings, hospital board meetings, E-911 board meetings and court holidays on the county website
- Perform public relations for county government as directed by the Judge/Executive
- Prepare the Judge/Executive's Monthly Newsletter and forward it to the IT Help Desk for posting on the county website
- Schedule appearances on the "Issues and Insights" program for HCEC-TV
- Work with the Judge/Executive's Office and other county departments to plan and coordinate special events and activities from time to time
- Assist in special projects
- Prepare proclamations, presentations and awards for the Judge/Executive as detailed in the Policies and Procedures of the Office of the Hardin County Judge/Executive
- Answer and process the Judge/Executive's phone calls; process the Judge/Executive's mail; prepare the Judge/Executive's correspondence as directed

- Respond to invitations as directed; send birthday, get well and sympathy cards for the Judge/Executive
- Compose and process congratulatory letters to employees and others who are in the news, including *Monday's Man*, *Tuesday's Teen*, and *Wednesday's Woman*
- Perform other duties as directed by the Judge/Executive or the Deputy Judge/Executive

### **Minor Essential Duties**

- Maintain County Boards and Commission records and inform the Judge/Executive of vacancies
- Schedule and coordinate events
- Facilitate meetings
- Prepare and distribute documents
- Prepare and distribute public correspondence
- Answer phones and greet visitors in the absence of the Office Support Associate
- Order and maintain the Judge/Executive's stationary and specialty supplies

### **Supervisory Responsibility**

- Supervise the Office Support Associate including:
  - Assist with hiring, training and work assignments
  - Evaluate job performance
  - Provide complaint and problem resolution
  - Enforce policies and procedures

### **Relationships**

The Judge/Executive's Executive Administrative Assistant performs varied clerical and secretarial duties within the office of the Judge/Executive under the direction of the Judge/Executive or the Deputy Judge/Executive.

### **Qualifications**

#### ***Education and/or Experience***

- Must be at least 18 years of age and a citizen of Hardin County
- A bachelor's degree from an accredited college or university with two or more years' experience in business administration, office management, public relations or secretarial duties; or
- An associate's degree from an accredited college and three or more years' experience in business administration, office management, public relations or secretarial duties; or
- A high school diploma or equivalent with five or more years' experience in business administration, office management, public relations or secretarial duties

- Ability to exercise good judgement and a high level of confidentiality
- Highly organized with excellent time management skills

***Language Skills***

- Ability to respond to inquiries and/or complaints from employees, regulatory agencies and vendors
- Ability to compose the monthly newsletter from the Judge/Executive's Office
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills
- Ability to respond to sensitive inquiries

***Mathematical Skills***

- Add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs

***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***

- Ability to operate standard office machines
- Possess knowledge of computer system operations
- Ability to present a mature and professional appearance, representing county government and the Judge/Executive's Office
- An understanding of organizations and agencies that interact with county government and the ability to work within this type of environment
- A general understanding of the structure and operation of local government, specifically county government organizations
- Ability to multi-task and work independently with limited daily supervision.
- Basic computer skills, proficiency with Windows-based programs, Excel, and internet applications
- Ability to establish and cultivate effective working relationships on behalf of the county that will reflect favorably upon the organization
- Ability to exercise mature judgment, courtesy and tact in dealing with the public, elected officials and government employees
- Ability to maintain confidentiality
- Possess a courteous "customer service" attitude

### **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 be 18 years or older

Date Approved:

*February 28, 2017*



Harry L. Berry  
Hardin County Judge/Executive