

# Hardin County Government

## Job Description

*Non-Hazardous*

**Staff Assistant**

**Pay Grade 7**

STATUS	
<b>Date:</b> June 25, 2024	<b>Department:</b> Judge/ Executive's Office
<b>FLSA Status:</b> Non-Exempt	<b>Reporting Authority:</b> Director of Executive Operations
<b>Supervisory Responsibility:</b> None	

### **Job Summary**

The purpose of this position is to perform various clerical and public contact work within the department. The person holding this position must have a thorough knowledge of all aspects of administration duties, and develop a thorough knowledge of county government operations. The incumbent will perform all administrative tasks directed by the reporting authority.

### **Major Essential Duties**

- Maintain the appearance of the common areas within the office and greet visitors
- Answer department calls, take detailed messages, and assist the public as required.
- Collect daily mail, process and distribute to appropriate offices
- Order, receive, and manage inventory of office supplies.
- Organize and maintain department files
- Provide clerical support for all staff members within the department.
- Assist with special projects and events as needed
- Maintain the County website calendar and the calendar for the Court Room and the meeting rooms on the second and third floors
- Collect, distribute, and maintain media documents pertaining to County Government
- Maintain the database for all Contracts, Leases, and Grants for each department
- In the absence of the reporting authority, publishes Fiscal Court agendas and ensures necessary documents (ordinances, resolutions, reports, etc.) are prepared and distributed, including "read ahead" packets for the Fiscal Court Meeting and Committee Meetings
- Prepare the Judge/Executive's monthly Newsletter and monthly Government Gazzette to distribute
- Manage county pool vehicle calendar and schedule maintenance and repairs to those vehicles as necessary

### **Minor Essential Duties**

- Operate standard office machines and fulfills necessary office errands
- Update employee contact database
- Assist in preparing the Fiscal Court Agenda, processing documents, and updating the County website.
- Assist with preparing the Fiscal Courtroom for Fiscal Court
- Assists with public relations and county events

### **Qualifications**

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

- Graduate of an accredited college or university with an Associate's degree in office technologies, business practices, office administration, etc. or,
- Graduate of an accredited high school or equivalent with two years' experience in office administration, business practices; college credits in appropriate fields preferred.
- Must have experience in office procedures and practices or willingness to learn said practices.
- Must possess advanced skills in Microsoft Word, Excel and other computer programs for word processing, spreadsheets and database management.
- 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.
- Ability to respond to sensitive inquiries.
- Ability to speak before department sized groups.

#### ***Mathematical Skills***

- Ability to add, subtract, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### ***Reasoning Ability***

- 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***

- Must possess and maintain a valid Kentucky Driver's License

***Other Knowledge and/or Skills***

- Ability to 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.
- Possess advanced skills of standard office computer programs for word processing, spread sheets, and database management.
- Ability to function in a fast-pace environment.

**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 handle, feel or type  
Drive a motor vehicle

**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 in preceding paragraphs 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 low to 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 at least 18 years of age
- Must have personal integrity and remain free of felony convictions
- Must sign a form agreeing to non-disclosure of confidential information

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: June 25, 2024  
Status Box Change:

  
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Keith L. Taul  
Hardin County Judge/Executive