



WORKING TITLE: EXECUTIVE OFFICE SPECIALIST	CLASSIFICATION: EXECUTIVE OFFICE SPECIALIST
DEPARTMENT: ADMINISTRATIVE	DIVISION: BOC
PAY RANGE: NBYCM 14	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: OCT. 2024

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Provides a variety of administrative support directly to the BOC Office Supervisor, as well as County Administration, Department Heads, and Elected Officials. Performs administrative and clerical duties which require considerable knowledge of department policies and functions. Works in highly sensitive, confidential, or critical program areas and will be required to perform these duties with professionalism. Participates in coordination of activities and projects relating to budgetary preparations, labor relations, and various operational needs. Requires initiative and independent judgment while working effectively with various members of the community, county employees, and elected officials.

SUPERVISION RECEIVED:

Work is performed with considerable independent judgment under supervision of the BOC Office Supervisor.

SUPERVISION EXERCISED:

Supervision is not required of this position. **DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Schedules, attends, and records meetings of county boards, committees, commissions, and/or governing body.
- Prepares and distributes agendas, pertinent materials, and minutes of meetings.
- Tracks progress of policy decisions through appropriate systems.
- Files, records, and maintains records per Oregon Retention Schedule statutes.
- Coordinates the release of official statements and questions from the media concerning approved press releases.
- Assists with research projects at the direction of BOC Office Supervisor.
- Assists in the preparation of various reports, research data, correspondence, and other official documents.
- Provide logistical and technical support for various boards, commissions, committees, and special projects as requested.
- Provides a variety of administrative assistance to policy-making officials.
- Participates in preparation and administration of department budget.

- Provides customer service to community members and staff daily.
- Attends meetings as necessary, with occasional evening participation.
- Event coordination for conferences and ceremonies.
- Performs related work as required.

JOB SPECIFICATION

KNOWLEDGE OF:

- Office procedures and alphabetical filing.
- Confidentiality and privacy policies.
- County policies and procedures as required by the position.
- Related document retention schedules.

SKILL IN:

- Organization and prioritization of daily dynamic tasks.
- Communicating effectively, both verbally and in writing with a high emphasis on proper grammar and punctuation.
- Adapting to technology and troubleshoot standard office computer hardware and software.
- Acute attention to detail.

ABILITY TO:

- Record lengthy and highly technical meetings or work sessions.
- Work independently and with other team members as needed to execute prescribed policies and procedures.
- Establish and maintain working relationships with employees and public.
- Attend work reliably and as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Three years' experience at a level equivalent to an Executive Office Specialist. College level course work or training in public administration or an area related to the position may substitute for one year experience. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Ability to obtain an Oregon Notary certification within ninety (90) days of hire.
Subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other

office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30-40 pounds occasionally.

Contact with the public in home or office environments may risk exposure to people with irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.