

Scott County Fiscal Court Deputy County Judge

Characteristics of the Class: This is responsible supervisory, administrative and technical work directly under the jurisdiction of the County Judge/Executive.

Essential Elements: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be performed).

Examples of Duties: Plans and coordinates the administrative support program of the County Judge/Executive and Fiscal Court. Prepares agendas and other materials for fiscal court meetings. Performs public relations work in interpreting county policies to commissions at the pleasure of said official. Shall assist the County Judge/Executive in any assigned administrative activities as they occur, and have authority to carry out requests of said official. Serves as Judge in his absence. Shall perform other related duties as required by the Judge/Executive. These duties do not necessarily include all essential functions of this job.

Desirable Qualifications:

Training and Experience: Graduation from an accredited high school or the equivalent, with advanced training in management skills and considerable responsible experience in office management. Degree in Public Administration or Business preferred, but not required.

Special Knowledge, Skills, and Abilities: Ability to plan and coordinate the administrative support program for the County Judge/Executive and Fiscal Court. Ability to prepare agendas and other materials for fiscal court meetings. Ability to perform public relations work. Ability to represent the County Judge/Executive as alternate to various boards and commissions at the pleasure of said official. Ability to perform other related duties as required by the Judge/Executive. Computer literate.