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Scott County Government

Position Description Form

Position: Job Title: Executive Assistant and Fiscal Court Clerk

 Department Name: Scott County Fiscal Court

 Supervisor Title: County Judge Executive

Position Summary

This position provides administrative support to the Judge Executive and serves as a critical point of contact for the Judge Executive's Office. This position is also responsible for accurately processing payments for all County Departments for approval of the Scott County Fiscal Court.

Duties and Responsibilities

Essential Duties:

- Assists the Judge Executive with day-to-day business activities
- Handles highly confidential and sensitive matters with discretion and tact
- Answer phones, direct calls, and answer inquiries
- Schedules appointments and other engagements for Judge/Executive and assists with managing calendar
- Processes and handles incoming and outgoing correspondence
- Attends all fiscal court meetings
- Processes policy change forms for KACo related to all assets added to and removed from the insurance coverage
- Responsible for accounts payable and receivable related to general and road funds
- Issues purchase orders for county departments as needed
- Records incoming cash and checks
- Handles insurance claims for county vehicles and property
- Manages insurance Statement of Values for KACO
- Assist treasurer with state and federal grants recording
- Assist Judge/Executive with budget process
- Manages and maintains Courthouse door lock system and issues door access cards to employees
- Maintains county ordinances
- Manages documents for Administrative Office of the Courts (AOC)
- Manages documents for Governmental Accounting Standards Board (GASB)
- Prepares and distributes agenda and relative documents to court members
- Maintains records of the court meetings and work sessions
- Creates full records of proceedings of each meeting
- Handles correspondence with local newspaper regarding court related notifications and advertisements
- Works with social media specialist to post minutes and videos to the website
- Handles conference registration for Magistrates
- Assist County Attorney in correspondence with Magistrates
- Performs other duties as assigned or required
- Research old or current files for materials requested
- Maintains open records requests
- Processes vehicle registration and renewals for county vehicles
- Distributes financial records to department directors
- Reviews contracts and agreements

Position Dimensions

Education and Experience: The minimum amount of education and experience required. Specify the field of study or area of training, specific skills, and areas of experience.

Completion of a high school education and five years of related experience or an equivalent combination of education and experience to meet the minimum qualifications. A bachelors degree is preferred.

Technology:

Uses database software to enter invoices and process payment. Utilizes Excel to maintain budgets and Word to draft and prepare letters, memos and documents as needed. Also scans a variety of documents and utilizes email on a consistent basis.

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.

- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.

- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.