



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: ADMINISTRATIVE ASSISTANT I**  
**DATE: OCTOBER 1, 2023**

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<b>EXEMPT (Y/N):</b>	No	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	Board of County Commissioners	<b>JOB CODE:</b>	045
<b>SUPERVISOR:</b>	Board Office Administrator	<b>SALARY RANGE:</b>	23
<b>UNION (Y/N):</b>	No	<b>LOCAL:</b>	N/A

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**GENERAL STATEMENT OF DUTIES:** Perform administrative duties to support the Board of County Commissioners office, including answering telephones and greeting public, providing requested information, scheduling appointments, issuing receipts, and maintaining records.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Prepare correspondence, memos, reports, and other documents as necessary. Maintain files and records for the department. Enter data and maintain document tracking system. Prepare, deliver, and retrieve departmental mail.

Process Public Records Requests according to approved policy and procedure and ensure each request is processed timely.

Finalize all documents after Board approval. Complete minutes for Board of County Commissioners meetings.

Request and keep record of Fair Board meeting minutes, orders, ordinances, contracts, and amendments. In accordance with statute, organize, stamp, and index all documents approved by the Fair Board for filing in the Commissioners' Journal held by the County Clerk.

In accordance with statute, organize, stamp, and index all documents approved by the Board of County Commissioners for filing in the Commissioners' Journal held by the County Clerk.

In accordance with statute, send out monthly procedures, publish notice in newspaper, and post on county bulletin boards and the website.

Answer telephones, greet public, and direct inquiries to the appropriate area.

Process Social Gaming Licenses and OLCC Liquor license applications renewals, new ownerships, changes, and schedule for Board action and report to the state.

Research payment histories and maintain appropriate files.

Assist Board and Land Administrator with special projects as requested.

Schedule meetings, cars, and appointments as necessary. Maintain visitor records and motor pool car logs.

Maintain record of all county committees appointed by the Board of County Commissioners, including names and contact information of members.

Update the county website and ensure accurate documentation.

Support Retired Senior Volunteer Program (RSVP) volunteers at the front desk of the courthouse facility.



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Act as backup to the Board Office Administrator as needed.

Maintain a high level of confidentiality in regard to issues encountered.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Board Office Administrator who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a high school diploma. Three years' of increasingly responsible experience in an office environment. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Previous experience in the public sector preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Knowledge of office practices and procedures; business English, grammar and spelling; arithmetic; record keeping procedures; bookkeeping principles and practices.

Skill in business software and Microsoft Office products. Attention to detail is a must.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the issues and matters that may be encountered.



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- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Remain calm and use good judgement during confrontational or high-pressure situations.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. May require traveling throughout the county, state and region for attendance at meetings and/or other events and attendance at evening or weekend meetings and events.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***