



Class Code: 2-0453  
FLSA: Non-exempt  
EEO: 06  
Bargaining Unit: 2  
Revised: 10/2020

## **ADMINISTRATIVE ASSISTANT - CONFIDENTIAL**

### **DEFINITION**

Under general direction, performs and coordinates a wide variety of complex and specialized administrative, secretarial, and office support activities for the Administrative Office, Board of Supervisors, the Clerk of the Board, County Counsel, county department head and/or other county executive; gathers, prepares, and provides sensitive and/or complex information to other county departments, outside agencies, and the public; provides administrative support for county and/or department budget and fiscal functions as assigned; may support other county departments on special projects/assignments as assigned; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification that provides administrative support for the Administrative Office, Board of Supervisors, Clerk of the Board of Supervisors, County Counsel, county department head, and/or other county executive. Incumbents perform a wide variety of complex administrative, executive support, and/or legal secretarial duties requiring independence and discretion.

Administrative Assistants are assigned to the Confidential Unit. Confidential incumbents may have access to information affecting employer-employee relations and are not eligible to participate in a union bargaining unit.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from supervisory and/or management staff, depending on area of assignment. Exercises no direct supervision over staff. May provide lead direction, work coordination, and training, as assigned.

### **EXAMPLES OF ESSENTIAL DUTIES**

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Performs and coordinates a wide variety of difficult, complex, and specialized administrative office and executive support assignments.
- Provides advanced public information and relations including, but not limited to, receiving office visitors and telephone calls, and providing comprehensive information about policies, functions and procedures to the public, press, and other government agencies; as appropriate, refers requests to appropriate staff.
- Assists with the development and administration of county-wide or departmental budgets; ensures that expenditures are tracked correctly.
- Prepares emergency requests for funds and follows-up to ensure delivery of checks to appropriate recipients.
- Attends budget hearings and takes minutes.
- Assists with revising, copying, and distributing budget manuals and forms.
- Establishes and updates information retrieval systems.

- Gathers, assembles, compiles, organizes, and tabulates complex data and information.
- Prepares, maintains, edits, and reviews correspondence, reports, memoranda, reports, records, and other documents.
- Prepares, reviews, submits, and maintains departmental records and generates reports, as needed.
- Researches historical information as needed and/or requested.
- Indexes a variety of materials for reference.
- Prepares purchasing documents and facilitates purchasing procedures.
- May assist the public with various application procedures, including preliminary review of material submitted to support applications.
- May lead and/or coordinate the work of assigned staff.
- May provide support for, and/or work on special projects, reports, studies, or publications, as assigned.
- May develop and/or assist with the development of employee recognition and outreach programs.
- May provide administrative support for the Grand Jury.
- Performs related duties as assigned.

### **EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES** *(Illustrative Only)*

Positions assigned to the Board of Supervisors may be responsible for:

- Assisting the Clerk of the Board of Supervisors with maintaining official records of the Board of Supervisors.
- Receiving, reviewing, processing, preparing, and distributing a variety of documents related to Board functions and projects.
- Preparing minute orders, resolutions, notes, and other records of Board and other administrative proceedings.
- Publishing required notices for Board actions within required deadlines.
- Coordinating a variety of administrative details related to assessment appeals.
- Accepting, filing, and processing a variety of both confidential and non-confidential documents related to claims against the county and appeals.
- Receiving payments per Board fee schedules and agreements and makes deposits.
- Performing Clerk of the Board functions, as delegated.

Positions assigned to the County Counsel may be responsible for:

- Serving as Legal Secretary for the County Counsel.
- Interviewing office visitors and telephone callers, answering inquiries, responding to concerns, and referring them to other staff as appropriate.
- Receiving documents and referrals from courts and other agencies, passing them on to attorneys or other staff when needed.
- Utilizing specialized legal software systems for developing legal records and documents.
- Preparing routine legal documents such as motions, briefs, court orders, notices, and subpoenas; receiving and preparing affidavits.
- Reviewing documents for correctness, completeness, and conformance with established formats and requirements.
- Calendaring court appearances and maintains case logs for proceedings.
- Providing secretarial support to staff attorneys as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Applicable federal, state, and local ordinances, laws, rules, and regulations, policies, and procedures of

the Administrative Office, Board of Supervisors, Clerk of the Board, County Counsel, and/or another assigned department.

- Legal terminology, documents, and procedures related to county administrative activities.
- Legal process requirements for completing and filing legal documents depending on assignment.
- Modern office procedures and administrative support methods.
- Principles and methods of budget development, submission, and control.
- Public and community relations.
- Purchasing methods and procedures; account and statistical record keeping.
- Customer service principles and techniques.
- Filing and recordkeeping principles and methods.
- Applicable business equipment, databases, and software applications, as assigned.
- Basic arithmetic concepts.
- Proper English spelling, grammar, and punctuation.

**Ability to:**

- Perform a variety of difficult, complex, and specialized executive administrative support work with minimal guidance and supervision.
- Read, understand, and apply department policies and procedures.
- Prepare, gather, organize, maintain, and update data, information, records, reports, and other documents.
- Provide support for maintenance and control of budgets.
- Perform fiscal and account record keeping work.
- Communicate effectively, orally and in writing.
- Follow oral and written directions accurately.
- Deal tactfully and courteously with the public and other staff.
- Utilize a computer, relevant software applications, and/or other equipment as assigned.
- Deal tactfully and courteously with the public, regulatory agencies, and other county staff.
- Regularly work well under pressure, meeting critical deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, customers, and the public.

**Licensing and Certifications:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

**Education and Experience:**

Three (3) years of experience providing secretarial and administrative support work for management, which required substantial public contact and fiscal support functions.

Additional directly related education and/or experience may be substituted.

**WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and occasionally in the field where they may be exposed to inclement weather. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces.

Positions in this class may require local and statewide travel as necessary.

**Disaster Service Workers:** As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

**The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.**