



CUSTER COUNTY, COLORADO

205 S. 6th Street, PO Box 150
Westcliffe, CO 81252

JOB DESCRIPTION

POSITION TITLE: BOCC Administrative
Assistant

Person:

FLSA Status:

Introductory Period: 6 months

Anniversary Date:

Supervisory Role: None

ESSENTIAL FUNCTIONS of the POSITION: To serve as the first public contact person to the BOCC. Maintains BOCC meeting calendar, sets and posts all agendas, performs other clerical duties that specifically supports the BOCC.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Serves as the first contact between the public and the county commissioners.
- Serves as the Administrative Assistant to the BOCC:
 - Prepares and maintains BOCC Meeting calendar for the year, making adjustments as needed to ensure the most current calendar is posted.
 - Prepares and maintains BOCC Meeting agenda,
 - Schedules presentations to the board,
 - Prepares public notices of meetings,
 - Provides logistic support for BOCC Meetings,.
- Performs other clerical duties for the BOCC including:
 - Take and forward messages to the appropriate commissioner,
 - Prepare correspondence,
 - Confirm schedules of other meetings/events for commissioners,
 - As directed by the commissioners make reservations.
 - Grant Administration
 - Conducts background review and research as directed by the commissioners.
 - Prepares reports under the direction of the commissioners.
 - Comply with the Custer County Personnel & Purchasing Policies.
 - Facilitate zoom, WebEx, or other meeting platforms used by the BOCC.
 - Serve as the official recording secretary for the BOH.
 - Other reasonable activities assigned by the BOCC.

ESTIMATED TIME COMMITMENTS BY RESPONSIBILITY:

85% Administrative assistant to the BOCC and BOH Secretarial duties.

15% Grant Administration

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of best practices in office procedures.



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Knowledge of regulations, policies and procedures and grant writing.
Ability to work as a team member and be a self-starter.
Ability to effectively use a variety of computer software including excel & word, as well as Internet access, spread sheets, data processing, telecommunications & accounts payable.
Ability to write effectively.
Adhere to county policies and procedures.
Ability to exercise considerable tact in dealing with customers and the general public.
Ability to complete tasks within established deadlines.
Ability to effectively process and maintain files and prepare reports.
Ability to be discrete and maintain confidentiality.

PHYSICAL ELEMENTS OF THE WORK ENVIRONMENT

The physical demands of the position 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. The employee is required to sit, talk and hear and is frequently is required to stand; walk; and use hands to perform clerical functions of the position. The employee is occasionally required to reach with hands and arms, and must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and /or move up to 50 pounds. Accommodations can be negotiated for physically challenged applicants.

MINIMUM EDUCATION / EXPERIENCE REQUIRED:

High School Diploma. Vocational Certificate or Associate's Degree in office support is preferred. Related experience and/or training; or equivalent combination that relates to customer service and generating documents is preferred.

LICENSE OR CERTIFICATION REQUIRED:

Current Driver's License as travel may be required and background check

Performance Reviews

- This position is subject to periodic performance reviews.
- The post introductory period evaluation will also review the supervisory, communication, and community interactive skills.

Pay Schedule

- 40 hours per week with some seasonal adjustments if necessary
- Rate of pay: Salaried \$36,000.00 year with benefits – paid monthly

Supervision: Provided by the Board of County Commissioners.



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