

**Jefferson County, West Virginia
Job Description**

Position Title:	Clerk of Administration, Finance, and Human Resources	Grade Level:	5
Department	County Commission Administration Office	Date:	08/01/2024
Reports to:	County Administrator and the directors of Finance and Human Resources	FLSA Status	Exempt

Statement of Duties: The employee performs support services for Administration, Finance, and Human Resources. Employee is required to perform all similar or related duties.

Supervision Required: The employee will receive supervision under the County Administrator and the directors of Finance and Human Resources.

Supervisory Responsibility: The employee, as a regular and continuing part of the job, does not regularly supervise other County employees.

Confidentiality: Employee has access to confidential information obtained during the performance of regular position responsibilities such as client or department records. The ability to maintain confidentiality is an important component of the position.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, and jeopardize programs.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work is dynamic and may consist of varying and establishing standardized practices, procedures, regulations, or guidelines.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion, or interpretation of practices, procedures, regulations, or guidelines to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks, and contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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1. Provide administrative support to the County Administrator, Director of Finance, and Director of Human Resources.
2. Serves the public through answering telephone calls, greeting visitors to the County Commission office and responding to inquiries from County offices and members of the public.
3. Takes and records minutes of meetings; prepares minutes, reports and agendas for meetings of the County Commission, other County departments and committees, other special meetings; attends night meetings; ensures the accurate and timely uploading of minutes to the County website.
4. Performs secretarial and administrative duties including, but not limited to, preparing correspondence, processing paperwork related to county functions, data entry, preparing purchase orders, faxing, photocopying, picking up and delivering mail, filing, and ordering supplies and equipment.
5. Assists in the yearly budget process, and organizes related documents and correspondence for the department.
6. Acts as grant administrator for the County.
7. Maintains accurate and up-to-date human resource files, records, and documentation.
8. Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc; refers more complex questions to appropriate senior-level HR staff or management.
9. Maintains the integrity and confidentiality of human resource files and records.
10. Assists with the processing responses to FOIA requests and ensures that all requests are updated in the Secretary of State's FOIA database.
11. Other duties as assigned.

Recommended Minimum Qualifications:

Education and Experience: Associate's degree (bachelor's degree preferred), with three to five (3-5) years of related work experience; or any equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Requirements: Driver's license

Preferred: Notary Public, SHRM certification, budget and/or accounting certifications

Knowledge, Abilities and Skill

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Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the Internet in support of department operations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

Skills: Proficient personal computer skills, mathematical skills, recordkeeping and clerical skills, written and oral communication skills. Effective customer service skills.

Physical and Mental Requirements

The physical demands described here are representative of those that 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 position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands include constantly reading documents for general understanding and for analytical purposes, routinely reviewing non-written materials such as instrumentation for analytical purposes.