



Union County Board of County Commissioners

Board Secretary Position Description

MAJOR FUNCTIONS:

This position performs a variety of routine to complex administrative duties to support the five members of the Board of County Commissioners (BOCC) and the Administration Office. This position interfaces with the Board of County Commissioners, Elected Officials, department heads, community leaders, staff, attorneys, and the general public.

DUTIES AND RESPONSIBILITIES:

- Sort, read, reply, and/or distribute communications, such as mail, e-mail, fax, and phone messages
- Answer all calls to the main administrative office, and forward to the appropriate parties if needed
- Greet the public, employees, and other patrons of the Board administrative office
- Run newspaper advertisements for the Board, and other departments as needed
- Schedule and attend all Board meetings to take minutes
- Prepare all agendas for meetings and distribute to the necessary parties
- Type letters/communications and draft ordinances and resolutions to be reviewed by the County Attorney
- Order supplies and office equipment
- Prepare purchase orders and payment vouchers
- Maintain files and documents in a coherent filing system
- Maintain copies of all County contracts and agreements with other agencies, vendors, and municipalities
- Assist with maintaining files, communications, advertisements, bid documents, contracts, and all other necessary documents for all grants and projects
- Assist citizens with Special Assessment Waiver applications and submit completed applications to the Tax Collector; maintain copies of all related documents and files
- Assist citizens with SHIP applications and submit completed applications to SREC
- Assist in other administrative areas and departments as needed

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of basic computer programs, such as Microsoft Office
- Knowledge of budgeting procedures
- Ability to communicate effectively, verbally and in writing, using proper grammar, spelling, and punctuation
- Ability to operate office equipment, such as computer, fax machine, scanners, and telephones
- Ability to multi-task

- Ability to carry out both oral and written instructions
- Ability to perform simple routine mathematical calculations
- Skills and ability to demonstrate a polite, helpful, and courteous manner when engaging with the public, County employees, and other County officials

MINIMUM REQUIREMENTS:

- Must be at least 18 years of age
- Must possess a High School Diploma or equivalent (GED)
- Must possess a valid Florida Driver's License
- Must be able to pass a pre-employment drug screen
- Must be able to pass a pre-employment FDLE background check
- Must be able to obtain and maintain Florida Notary Public status

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:

This position works inside an office setting and must be able to meet the following physical requirements:

- Must be able to sit or stand at a desk and view a display screen for extended periods of time
- Occasionally required to walk, stand, bend, stoop, reach, and lift up to 15lbs

**UNION COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY AND ADA COMPLIANT EMPLOYER WHO
GIVES VETERAN'S PREFERENCE**

This job description is not intended to be, and should not be construed as, an all-inclusive list of the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.