

Detailed information on the El Dorado County job that you specified is provided below. If the 'Apply' link is active, you may submit an application for this position if desired.

Job Class Title

SUPERVISOR'S ASSISTANT

Specification History

Created: June 1990  
Revised May 2006

Job Classification Number (JCN)

3906

Definition/Distinguishing Characteristics

DEFINITION

Under direction, provides varied, complex and often confidential administrative, analytical, research, public liaison, organizational and secretarial support to a member of the Board of Supervisor; performs related work as assigned.

DISITINGUISHING CHARACTERISTICS

Incumbent of this class serve at the pleasure of a member of the Board of Supervisors, provided that an incumbent may also be removed with a 4/5's vote of the Board. Incumbents are distinguished from other County administrative support positions in that the nature, diversity, and scope of responsibilities originating from an elected member of the Board of Supervisors require the frequent use of tact, discretion, initiative, and independent judgment. Responsibilities include attendance at meetings and regular contact with County staff at all levels, governmental officials, representatives of business or community organizations and the public to exchange information and explain administrative policies and procedures.

Example of Duties (illustrative only)

Acts as a central information source for the public and other governmental agencies regarding Board of Supervisors' policies and activities.

Researches, compiles and summarizes a variety of informational or statistical materials from multiple sources; investigates problems, issues and concerns related to County government operations; researches information requested by constituents.

Composes resolutions, proclamations, correspondence, confidential memos and other materials independently or form brief notes.

Represents or accompanies Supervisors to various official functions and meetings; may present awards of proclamations.

Organizes and maintains various administrative, reference, and follow-up files; purges files as requested.

Receives and screens visitors and telephone calls, providing information and resolving complaints which regularly require the use of judgment and the interpretation and application of policies and procedures; reviews and responds to citizen complaints.

Types drafts and a wide variety of finished documents form notes brief instructions, or printed materials; uses work processing equipment and may input or retrieve data and prepare reports form an on-line or personal computer system; maintains various databases.

Reviews finished materials for completeness, accuracy, and format, compliance with policies and procedures, and appropriate English usage.

Organizes meetings by notifying participants, making room and travel arrangements, preparing agendas and required informational materials; may attend such meetings and prepare minutes or may represent the supervisor or associated staff at such meetings.

Makes appointments and maintains a calendar.

Organizes own work, sets priorities and meets critical deadlines; ensures that such deadlines are met by other staff.

#### Knowledges

Practices and techniques of research, information analysis and report preparation.

Basic organization and function of public agencies, including the role of an elected Board of Supervisors appointed boards and commissions.

Record keeping, filing methods and records management techniques.

Public administration principles and practices.

Basic supervisory principles and practices.

Basic budgetary principles and practices.

Office administrative and secretarial practices and procedures, such as business letter writing and the operation of common office equipment, including a word processor and personal or on-line computer.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

#### Skills

Analyzing constituent administrative, operational and organizational problems, evaluating alternatives and proposing solutions.

Researching, compiling, and summarizing a variety of informational materials.

Providing varied, responsible, and often confidential administrative and secretarial assistance to a County Supervisor.

Interpreting, applying and explaining complex policies and procedures.

Preparing clear and concise correspondence, reports and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

#### Minimum Qualifications

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Note: The appointing member of the Board of Supervisors will determine the exact qualifications and requirements. Typical qualifications are outlined below.

EITHER equivalent to graduation from a four-year college or university in an appropriate field OR three years of secretarial experience which has included providing office and administrative support to senior management staff

at a level equivalent to the County's class of Executive Secretary, plus some college level training. Paraprofessional administrative experience, which would provide the knowledge and skills listed above, may be substituted for the education on a year for year basis. Some college level experience in business administration, public administration, planning, or a field related to county provided services is highly desirable.

Note: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.

**Other Requirements**

Must possess a valid driver's license. Must be willing to work evenings, weekends or irregular hours.