

**POSITION DESCRIPTION
COUNTY OF WHITLEY, INDIANA**

POSITION: Commissioners' Assistant
DEPARTMENT: Commissioners
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: February 2019
DATE REVISED: January 2025

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Whitley County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Commissioners Assistant, for the Whitley County Commissioners responsible for providing assistance and supporting functions to the Board of County Commissioners, providing assistance and coordination among County personnel and elected officials, providing coordination related to planning, development, implementation and administration of policies and procedures.

DUTIES:

Composes and prepares correspondence, including researching issues and concerns, responding to inquiries, and forwarding informational requests.

Serves as liaison between County departments, elected officials, commissioners, maintenance contractors, vendors, attorneys, and the public, facilitating communications, relaying messages, coordinating activities and projects, and assisting in resolving problems.

Answers and directs telephone calls and emails, greets office visitors, including providing information and assistance and maintaining positive public relations.

Collects data for contracts and projects for the Board of Commissioners for County as requested.

Oversees various projects and committees, including providing documentation, research, and reporting progress to Commissioners and other parties as requested.
Conducts special research projects, making recommendations as assigned.

Assists in maintaining compliance with state and federal employee and employer regulations.

Assists in coordinating and managing various aspects of County computer systems and contracts, including informational technologies support, phone systems, fleet management, print management systems, and making recommendations when applicable.

Receives and responds to inquiries related to the Board of Commissioners and Whitley County Government, including pending problems, citizens' complaints, investigating complaints, directing citizens, government officials, vendors, and County employees to appropriate individual or department.

Assists in coordinating legal services to Commissioners, including overseeing County's property and liability, programs, and plans.

Performs various administrative duties, such as drafting, writing, copying, and editing correspondence, documents, and reports, creating identification cards and building access, room scheduling, calendar maintenance, personnel and department directory, facility use requests, and coordinating maintenance of the County's website.

Coordinates regular and special meetings for the Board of Commissioners, including preparing agendas and delivering supportive materials.

Assists in preparing and developing annual budget under the jurisdiction of the Commissioners, including reviewing, making corrections and recommendations, and assisting department heads as needed.

Oversees preparation of claims and costs from Commissioners' budget, including verifying charges, documents and calculations, preparing forms, entering on computer, and forwarding to Auditor for payment.

Serves as County ADA Coordinator, including assisting in explaining policies and procedures for County personnel as requested and ensuring ADA compliance within County facilities.

Processes property insurance claims, and assists with processing personal and employee insurance claims, including assisting with completing forms, compiling documentation, explaining procedures, and submitting to appropriate authority.

Testifies in legal proceedings and court as required.

Performs related duties as assigned and established at the discretion of the Board of County Commissioners in accordance with applicable Indiana Statutes.

I. JOB REQUIREMENTS:

Baccalaureate degree in business management, public management, political science or related field, or equivalent combination of education and experience and previous experience in County government, human resources, and/or legal background preferred.

Ability to meet all department hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to make practical application of accepted administrative and personnel principles and practices and local, state, and federal personnel regulations and requirements.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation and ability to type and prepare reports and correspondence within established deadlines.

Working knowledge of purpose and function of all County departments, and principles and practices, including salary administration and budgeting in the public sector with ability to perform arithmetic calculations.

Working knowledge of standard filing systems and ability to create and maintain accurate and organized files and records.

Ability to perform statutory duties of the Board of County Commissioners as authorized by the Board of County Commissioners.

Ability to properly operate standard office equipment, including computer, calculator, telephone, copier and fax machine.

Ability to observe similarities and differences in data, compile, analyze, and evaluate data, and make determinations based on data analysis.

Ability to deal with complex and conflicting issues and ability to research applicable laws and regulations.

Ability to effectively communicate orally and in writing with co-workers, other County departments, vendors, contractors, taxpayers, representatives from local, state and federal agencies, attorneys, media, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate standard office equipment, including computer, printer, calculator, fax machine, copier, and telephone.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to testify in legal proceedings/court.

Ability to regularly work extended hours, occasionally work weekends and evenings, travel out of town for conferences and meetings, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent applies specialized knowledge of personnel administration to the overall operation of County departments and performs according to standard policies and procedures and standard practices of the profession. Independent judgment is required in developing and implementing policies and procedures, interpreting and applying legal requirements to individual cases.

III. RESPONSIBILITIES:

Incumbent performs duties within general guidelines where desired results are indicated. Incumbent is responsible for addressing unusual problems and/or circumstances and may discuss these with supervisor. Incumbent's decisions have a substantial impact on departmental operations, and work product is periodically reviewed upon conclusion for soundness of judgment and conformity with departmental standards.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, vendors, contractors, taxpayers, representatives from local, state and federal agencies, attorneys, media, and the public for the purpose of exchanging information, explaining and interpreting County and legal policies and procedures.

Incumbent reports directly to County Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, including sitting/walking at will, standing/walking for long periods, keyboarding, bending at waist, close/far vision, color/depth perception, keyboarding, lifting/carrying objects weighing up to 25 pounds, handling/grasping objects, reaching, speaking clearly, driving, and hearing sounds/communication.

Incumbent is regularly required to work extended and/or evening hours and occasionally work weekends and evenings, and travel out of town for meetings and conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Commissioners' Assistant for the Whitley County Commissioners describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name

Commissioners/Assistant