Title of Position: Assistant Clerk
Supervisor’s Title: Chief of Staff
Pay Grade: Council Grade 21
Exemption Status: Non-Exempt
Positions Supervised: None
Creation/Revision Date: 12/21/2020

PURPOSE OF POSITION: This position performs assigned office and/or administrative support functions for the Council office, Council committees, and the Chief of Staff. It is the first point of contact for members of the public, providing answers and direction to general inquiries.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES/DUTIES:
1. Greets visitors, directs phone calls to appropriate staff, Council office, or county department, and performs other general front office duties.
2. Coordinates meeting arrangements and office visitors.
3. Maintains calendars, written correspondence, and provides office support to managers.
4. Compiles information on various topics.
5. Gathers, prepares, and distributes presentation materials for various Council meetings.
7. Prepares meeting minutes, agendas, packets and other documentation for various meetings.
8. Attend Council, Council Committee, or other meetings.
9. May staff meetings as needed.
10. Performs other duties as assigned.

QUALIFICATIONS:

Required Experience:
- Two years of experience providing administrative or secretarial office support for middle or upper level management, a Board of Directors, or a governmental office.
- Experience working in a public agency with elected officials is preferred.

Required Education:
- High School diploma or GED.

Professional Licenses/Certificates/Registration: None

Knowledge and Skills:
- Basic knowledge of Robert’s Rules of Order.
- Strong written, verbal, and listening communication skills with a customer-oriented approach.
- Effectively interacts with the public and employees in a professional manner.
- Customer relations skills including the ability to manage stressful situations.
- Organizational skills, attention to detail, and accuracy.
- Prioritizes work and handles a variety of tasks simultaneously, with frequent interruptions.
- Proficiency with a variety of computer programs including Adobe Acrobat, Microsoft Outlook, Word, and Excel.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

- Work is performed in a typical office environment, requiring consistent operation of a telephone, computer, and other office equipment.
- This position requires walking, standing, and/or sitting for long periods of time.
- Physical requirements for this position include hearing, seeing, speaking, reaching, grasping, and repetitive motions.
- This position requires exerting up to 20 pounds of force occasionally and/or 10 pounds frequently to lift, carry, pull, or move objects.
- This position may be required to travel to attend meetings away from regular work site.
- May work flexible hours including evenings and weekends.

“This job description is a summary rather than a detailed list of the duties performed. The essential functions, knowledge, skills, abilities, and working conditions may change along with business needs. This job description does not constitute a contract between employer and employee. Office of the Pierce County Council provides reasonable accommodations to assist qualified individuals in order to perform the essential functions their job requires.”