



JOB DESCRIPTION

JOB TITLE: Confidential Executive Secretary

DEPARTMENT: Potter County Commissioners Administrative Office

SUPERVISOR'S TITLE: Potter County Chief Clerk

CLASS POSITION: Appointed

Confidential Executive Secretary

GENERAL DESCRIPTION

The Confidential Executive Secretary is responsible for supporting the Potter County Board of Commissioners, Chief Clerk and Salary Board by managing confidential correspondence, records, and administrative operations. This position requires a high degree of discretion, professionalism, and the ability to maintain positive public and interoffice relations.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

The Confidential Executive Secretary must be reliable, have exceptional organizational skills, excellent communication skills, and be able to fulfill the responsibilities that ensure professional and efficient operation in the Administration Office.

SECRETARIAL DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

Administrative Support

- Serve as receptionist for the Commissioners' Administrative Office
- Serve as secretary/assistant to the Board of Commissioners
- Provide support on special projects at the request of any Commissioner
- Draft, type, and edit correspondence, memos, and other communications using independent judgment
- Maintain confidentiality in all matters deemed non-public

Meeting & Records Management

- Prepare agendas and take minutes for Commissioners, Salary Board, Retirement Board, Board of Elections, Wellness Committee, and other meetings as assigned
- Maintain official minutes, resolutions, proclamations, ordinances, and other county documents
- Manage records for grants, contracts, and all other miscellaneous records and record keeping
- Track and coordinate volunteer board appointments

Clerical & Office Operations

- Collaborate with auditors to ensure accuracy and compliance in all contracts and lease agreements.
- Maintain petty cash and postage accounts



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- Log and distribute daily mail
- Reservations for county-owned spaces
- Be available to assist with set up technology for meetings (e.g., webcams, Polycom, projectors)
- Monitor and maintain employee training requests; organize records for retention or destruction in accordance with the County Records Manual.
- Maintain office supplies inventory
- Participate in Wellness Committee coordination
- Other duties as assigned
- Keep the county website up to date and approve all department submissions

QUALIFICATION REQUIREMENTS

KNOWLEDGE AND ABILITIES:

- Able to maintain strict confidence;
- Ability to adapt to changes in daily routine;
- Ability to meet deadlines;
- Ability to work independently and with a team environment;
- Effective time management, organizational and problem-solving skills;
- Knowledge/familiarity of technology and office equipment.

EXPERIENCE AND TRAINING:

- High School diploma or equivalency
- Vocational or Associate degree required, with a preference for a minimum of one (1) year of experience in secretarial or office administration.
- Experience using Microsoft products (Word, Outlook, Excel, etc.);
- Effective written and verbal communication skills;
- Effective interpersonal and conflict resolution skills;
- Willingness to attend trainings related to job position.

PHYSICAL REQUIREMENTS:

Potter County is an Equal Employment Opportunity/Affirmative Action employer and is committed to providing reasonable accommodations to individuals with disabilities.

- Ability to lift light storage boxes (20 lbs.);
- Ability to sit for extended periods of time;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

HOURS: Monday – Friday 8:30am – 4:30pm with 1 hour for lunch
35-hour work week; Overtime as needed and approved by direct supervisor.

PAY RATE AND BENEFITS: Salary based on qualifications and determined by the Potter County Salary Board.
Benefits package available.