

POSITION DESCRIPTION

Title: Clerk

Department: Legislative Delegation Constituent Services Office

Job Analysis: February 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Legislative Constituent Services Director

Subordinate Staff: None

Other Contacts: State Senators and representatives who represent Baldwin County

External Contacts: General Public, others as assigned

Status: Contract/Hourly/Non-Exempt

Job Summary

Responsible for general administrative duties including, but not limited to assisting constituents, monitoring communications, gathering information, coordinating schedules and calendars and other forms of assistance as necessary.

Job Domains

1. Performs general clerical and correspondence duties as needed for delegation.
2. Coordinates schedules and calendars for delegation members as needed.
3. Gathers, investigates, researches, and studies information affecting delegation districts.
4. Develops and curates relationships within districts to help know about activities to inform delegation members and synthesize materials needed for delegation members.
5. Assists with ensuring matters requiring the attention of delegation members are researched and evaluated properly.
6. Supports and sustains a culture of public service, professionalism, and continuous improvement.

7. Performs miscellaneous job-related duties as assigned.

Knowledge, Skills, and Abilities

1. Knowledge of basic accounting and budgeting.
2. Strong ability to handle multiple assignments and have a strong affinity to be multitasked.
3. Strong ability to analytically think and reason.
4. A good working knowledge of general office practices and procedures.
5. Familiar with computers and software.
6. Possess the skill and ability to communicate effectively with legislators, office staff and general public.
7. Possesses the skill and ability to read and comprehend printed reports.
8. Knowledge of filing procedures.
9. Knowledge of office machinery operations.
10. Possesses the skill and ability to establish and maintain effective working relationships with legislators, commissioners, mayors, office staff, coworkers, and general public.
11. Knowledge of research procedures and the ability to communicate and document findings and provide reports.

Other Characteristics

1. Willing to work overtime, nonstandard hours, weekends, and holidays as required to complete work assignments.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions related in assigned work area.

Minimum Qualifications

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. High school diploma or equivalent required.
3. Five (5) years of experience in administrative/secretarial related work.