

**POSITION DESCRIPTION  
COUNTY OF BROWN, INDIANA**

**POSITION:** Commissioners Administrative Assistant  
**DEPARTMENT:** Board of Commissioners  
**WORK SCHEDULE:** As Assigned  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** October 2021

**STATUS:** Full-time

**DATE REVISED:** September 2022, July 2023

**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. Brown 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 Brown County Board of Commissioners, responsible for preparing and processing claims, and performing clerical duties.

**DUTIES UNDER IC Code 36-2-2-14:**

**IC 36-2-2-14 County Commissioners administrator; appointment; power and duties; vacancy**

Sec. 14. (a) The executive may appoint a county commissioners administrator to be the administrative head of the county commissioners' operations under the supervision of the executive and to hold the office at the pleasure of the executive. The executive may assign any office, position, or duties under its control to the commissioner's administrator, and may by resolution withdraw any of the powers and duties assigned.

(b) Under the supervision of the executive and with its express authorization by resolution, the administrator may:

**(1) assist in the administration and enforcement of policies and resolutions of the executive;**

Interacts with the public, explaining County procedures, interpreting rules and regulations, hearing complaints, and taking appropriate actions directed by Commissioners. Performs duties of community outreach including setting up a direct line of communication for the Commissioners, County Council, Boards and Committees.

Prepares and maintains a file regarding bonding on new and existing elected officials, department heads, and state mandated employees. Submits signed and notarized documents to the County Recorder's Office for proper recording of documents. Also, prepares and maintains a follow-up file as to the expiration dates of bonds.

Maintains knowledge and experience of policies, processes and procedures to facilitate continuity and brings new officers up to speed regarding proper county operations.

Serves as contact person for the Veteran's Office, Planning and Zoning Office, Emergency

Commissioners/CommAsst

Management Office, GIS Office, Information Technology Office, and Maintenance Office. The following office's timesheet will be submitted for processing, and the Commissioner's signature prior to submission for payment, Veterans, Emergency Management, Information Technology and Maintenance.

Provides support services to the County Redevelopment Commission and the County Council as needed. Serves as Commissioners' staff contact between County RDC, County Counsel, County attorney, and County financial adviser.

Maintains communication between Commissioners and personnel from various County departments, other government departments and agencies, and the public regarding County Commissioner matters.

Performs majority of administrative support and clerical duties for the executives, including preparing correspondence and reports, maintaining accurate and organized files, typing, preparing legal advertisements, and distributing to local newspapers, and maintaining and responding to e-mail communication as appropriate.

Assists County's attorneys as needed and directed.

Performs various clerical functions as needed or as assigned, including receiving, opening, and distributing incoming mail, preparing, and delivering outgoing mail, scheduling appointments, composing, typing, copying, and mailing correspondence, filing, and entering data on computer.

Collects data for County contracts and projects as requested by Commissioners, coordinating bi-weekly meetings with Elected Officials/Department Heads for planning and execution of on-going County projects and collaborating with Department Heads in relation to coordinating improvement projects.

Periodically represents Commissioners on boards/committees as needed.

Periodically attends training sessions and conferences as needed.

Reports to the Council on projects and updates them on the needs requested by citizens and county entities. Provides reports and/or newsletter. Also, is the Liaison between Commissioners and County Council Members.

**(2) supervise activities of county government subject to the control of the executive;**

Answers telephone and greets office visitors, providing information and assistance, responding to inquiries, and/or directing callers to appropriate individuals or departments.

Coordinates, oversees, and executes county activities as directed by Commissioners in compliance with federal and state laws.

Assists in the administration and enforcement of policies, resolutions, and communications with the County Commissioners.

Maintains calendar, schedules meetings, and makes travel arrangements for Commissioners and receives, opens, sorts, and occasionally responds to Commissioners' mail.

Maintains official records of the County Commissioners, including, but not limited to, agendas, ordinances, resolutions, contracts, and budget documents. Catalogs, scans, and maintains meeting documents into electronic files for access and use, uploading minutes into portal as required. Scans and prepares documents to be placed on official website as requested.

Maintains vendor contracts for all County departments following the Indiana Commission on Public Records' retention schedules, cataloging, scanning, and maintaining contracts for County access and use, and uploading contracts as required. Processing the request for proposals for service contracts or accepts and/or processes proper bidding for eligible service vendors per Indiana state statute.

Assists with or acts as the project manager on special projects assigned by the Board of Commissioners.

Assists with scheduling of Commissioners' conference room calendar. Assists with scheduling Courthouse lawn event schedule.

Assists with a computerized inventory system for fixed assets. Assists in coordinating insurance coverage for fixed assets and forwards reports to the Board of Commissioners and Insurance Committee.

Develops and maintains a unified system for fleet management tracking, including maintaining on-going inventory system for vehicles owned by the County. Obtains appropriate titling and licensing of each vehicle.

Performs duties of the County Asset Management by creating procedures for reporting by the County entities and database for tracking assets including maintenance and depreciation.

**(3) attend meetings of the executive;**

Attends and records County Commissioners' proceedings as scheduled. Prepares other written documents that require Commissioners' signatures, including, but not limited to, agendas, legal advertisements, resolutions, and ordinances. Provides notification of Commissioners' decisions to appropriate parties.

**(4) recommend measures for adoption to the executive;**



Assists in conducting fiscal and management research and compiles data for comparative analysis. Holds meetings and work sessions with the County Auditor's Office. Informs Commissioners, County departments, and agency officials on budgetary matters. Ensures communications, orders and directives emanating from Commissioners are performed accordingly.

**(5) prepare and submit reports that the administrator considers advisable or that the executive requires;**

Periodically conducts legal research for Commissioners or attorneys and tracks lawsuits.

Performs moderate research for verifying past actions including prior meeting minutes and agendas of Commissioners and Council, past appropriations, salary ordinances, resolutions, vendor contract validity, and data maintained by Auditor and other County departments.

Defines, delivers, and supports strategic plans for implementing information throughout the County organization, including evaluating systems and trends, identifying problems, anticipating requirements, preparing, and making presentations, and recommending strategies to the Board of Commissioners.

**(6) keep the executive fully advised on the financial condition of the county;**

Maintains monthly collections and inspection reports for County departments such as Clerk, as required.

Prepares and submits department claims and vouchers, including submitting non-profit claims, verifying invoices, proofreading forms, posting to appropriate accounts, and reconciling balances with Auditor's records. Maintains and reconciles County Commissioners credit card statements. Reconciles fund accounts and Auditor's records monthly.

Administers and maintains Commissioner department budget throughout the year, including encumbrances, monitoring account balances, requesting fund transfers as needed, and ensuring cost-effective operations and accurate recordkeeping, including providing fiscal projections, making recommendations as appropriate.

**(7) prepare and submit a budget for each fiscal year; and**

Compiles data and collects information for special reports and projects and assists with annual budget preparation.

**(8) perform other duties that the executive requests by resolution.**

May assist with emergencies or disasters in other departments on a temporary basis.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or HSE with two years previous office experience and experience in public sector and finance preferred.

Ability to meet all departmental hiring and retention requirements, including passage of a drug test.

Working knowledge of legislative and executive functions of County Commissioners.

Working knowledge of standard office procedures, computer skills including data processing, spreadsheet, and email, as well as Department-specific software applications with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of filing systems with ability to create and maintain accurate and complete Department files.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare correspondence and financial statements as required.

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

Ability to compare or observe similarities and differences between data, people, or things and apply knowledge of people and locations.

Ability to compile, collate, and classify data.

Ability to effectively communicate orally and in writing with co-workers, other County departments, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

Shall 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.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

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

Ability to work extended and evening hours to attend meetings.

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

## **II. RESPONSIBILITY:**

Incumbent performs duties with work priorities and schedules primarily determined by the Board of Commissioners. Assignments are guided by definite objectives using a variety of methods and procedures. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Incumbents must have Commissioners' permission to deviate from policies and procedures. Errors are primarily detected through standard bookkeeping checks. Work errors could result in loss of time to correct errors and/or inconvenience to other departments or the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, vendors, and the public for the purpose of exchanging information and rendering services.

Incumbent reports directly to the Commissioners.

#### **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, lifting objects weighing less than 25 pounds, keyboarding, driving, speaking clearly, and hearing sounds/communication.

Incumbent is occasionally required to work extended and evening hours to attend meetings.

#### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Commissioners Assistant for the Brown County Board of 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/Type Name