



VALLEY COUNTY JOB DESCRIPTION

Administrative Assistant - BOCC

Department: Clerk's Office
Date Established: Feb 2026

Reports To: Chief Deputy Clerk
Date Revised:

Pay Grade: B
FLSA Status: Non-Exempt

SUMMARY

The interdepartmental Administrative Assistant is a versatile role providing high-level support to three core areas of county government. The primary focus is serving as the administrative instrument for the Board of County Commissioners (BOCC). Additionally, the role provides essential operational backup for the County Clerk/Recorder and performs technical bookkeeping and customer service duties for the County Treasurer. This position requires a high degree of confidentiality, knowledge of Idaho Public Meeting Laws, and meticulous attention to detail.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Board of County Commissioner Support

- Compiles and distributes meeting agendas in compliance with Idaho Open Meeting Laws; coordinates with department heads to finalize supporting documentation.
- Manages camera, microphone feeds, and digital recording software during public meetings to ensure seamless live-streaming and archival.
- Records, transcribes, and indexes official meeting minutes; maintains permanent records of board actions, ordinances, and resolutions.
- Provides proactive administrative support to the Commissioners, including managing individual calendars, prioritizing emails, and drafting professional correspondence.
- Assists Commissioners with daily tasks such as preparing briefing materials, coordinating travel arrangements, and processing expense reports.
- Serves as a primary point of contact for the public; screens calls, addresses constituent inquiries, and ensures timely follow-up from the appropriate Commissioner or department.
- Facilitates the formal bidding process by managing the publication, distribution, and administrative tracking of Requests for Proposals (RFPs) and Requests for Qualifications (RFQs) on behalf of the County Commissioners.

2. Treasurer's Office Support

- Provides courteous and prompt customer service, both on the phone and in person.
- Processes incoming payments.
- Prepares bank deposits.
- Maintains records in accordance with document retention requirements established by Idaho State statute.
- Performs tasks to support other projects within the Treasurer's office.

3. Clerk's Office Support

The following tasks are performed in the absence of, or when assisting, the Deputy Recorder:

- Receives and processes documents in compliance with legal requirements.
- Assists title processors and public with public records.
- Indexes recordings.
- Issues marriage licenses and submits to Idaho Vital Statistics.
- Exports relevant information to title companies.
- Issues alcohol licenses or permits and sends out renewal letters.
- Collects fees for services and licenses.
- Balances receipts at end of day and prepares for turnover to the Auditor.
- Assists the public in completing passport applications and submits them to the US Department of State.
- Scans approved contracts into the department computer system.

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent required; Associate's or Bachelor's degree preferred.
- 3+ years of administrative experience, ideally in a government or legal setting.
- Strong clerical computer skills, including proficiency in the Microsoft Office Suite, the ability to manage social media platforms, and proficiency with Audio/Video equipment.
- Experience in general bookkeeping.
- Ability to pivot between structured public meetings and the varied daily needs of the Commissioners.
- High level of integrity when handling confidential and sensitive political or personnel information.
- Strong professional writing and interpersonal skills for interacting with public officials and citizens.
- Strong customer service skills.
- Ability to plan, organize and coordinate meetings and special projects.
- Ability work independently and exercise initiative, with general guidance and supervision.
- Good judgment and problem-solving skills.
- Ability to maintain a professional demeanor at all times.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone. The employee works in an office setting where the noise level is usually moderate. This position requires occasional site visits, with possible exposure to adverse weather conditions.

