

**RESOLUTION TO AMEND THE COUNTY CLASSIFICATION PLAN TO INCLUDE THE
JOB DESCRIPTION OF RECORDING SECRETARY**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, during the fiscal year needs may arise to amend the Classification Plan; and

WHEREAS, the Public Works Director R. Perreault requested the Human Resources Director to assist in establishing the Recording Secretary classification at the salary range of 1386; and

WHEREAS, This position will assist in various secretarial and administrative support functions for Plumas County Transportation Commission, Public County Solid Waste Task Force, Plumas County Transportation Commission, Public Works Project Information Meetings and Hearings, and various support to Projects and Staff Meetings; and

WHEREAS, the Acting Human Resources Director met and conferred with Operating Engineers regarding this new classification and salary range. The Union has no issues with the County moving forward with this new position.

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

The job description for Recording Secretary attached hereto is approved, and the County's classification plan is hereby amended to include the Recording Secretary classification at the salary range of 1386.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 15th day of December, 2015 by the following vote:

AYES:	Supervisors THRALL, ENGEL, SIMPSON, SWOFFORD, GOSS
NOES:	Supervisors NONE
ABSENT:	Supervisors NONE


Chairperson, Board of Supervisors

ATTEST:


Clerk of the Board

RECORDING SECRETARY

DEFINITION

Under general supervision, to serve as a recording secretary to assigned Plumas County Staff; to perform a variety of office work; to answer public and staff contacts and concerns; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Secretary Class series. Positions in this class are assigned to secretarial, administrative support and office assistance work for designated County of Plumas administrative staff. Positions are characterized by a substantial amount of contact with others and administrative detail responsibility. This is distinguished from Administrative Secretary by the fact that incumbents do not serve as the primary secretary for an assigned County Department Head, large work unit administrator, or County Board or Commission. The areas of which this employee will work are as follows:

Plumas County Coordinating Council
Plumas County Solid Waste Task Force
Plumas County Transportation Commission
Public Works Project Informational Meetings and Hearings
Various Project and Staff Meetings

REPORTS TO:

Appropriate Administrative Staff in the Department and work unit where assigned.

EXAMPLES OF DUTIES:

- Coordinate with Chair of the committee to gather information in regards to an upcoming meeting.
- Prepare draft agenda for review.
- Make copies of pertinent data that applies to the meeting.
- On meeting day, arrive early to set the stage for recording the meeting with extra copies of the agendas, provide meeting minutes, sign-in sheets and extra copies of any pertinent information for the audience.
- Set up tape recorder in a conspicuous place for recording the meeting and operate recorder during the meeting.
- Coordinate with other staff in regards to those meetings being “live-Streamed”.
- Following the meeting, copy and pertinent notes that committee members may have taken. Recycle any leftover copies.
- Typed draft meeting minutes to be prepared following the meeting.
- Performs office assistance and secretarial work for assigned administrative staff.
- Compiles information for records and reports.
- Composes correspondence; types reports, documents, letter, forms and other items.
- Sets up materials for meetings and conferences.
- Gathers materials and distributes agenda for boards and committees.
- Compiles data and completes reports required by other government agencies.
- Retrieves historical information from files and records.
- Operates office equipment.
- Operates a computer and uses software packages to maintain detailed information and operating records.
- Assists with the development of information requirements for assigned programs and services.

TYPICAL PHYSICAL REQUIREMENTS:

Site for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephone, calculators, copiers and fax.

TYPICAL WORKING CONDITIONS

Work is performed in an office and courtroom environment; continuous contact with staff and public. Work will be performed at various County locations. Vehicular travel between locations will be required.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Filing and record keeping procedures
- Letter and report writing
- Receptionist and telephone techniques
- Office practices, methods, procedures and equipment
- Correct English usage, spelling, grammar and punctuation
- Mathematics
- Personal computers and software applications related to office and administrative support work

Ability to:

- Perform a variety of office support, secretarial unity administrative detail work
- Work with minimum supervision
- Compile information and prepare accurate reports
- Type from clear legible copy or recording
- Take dictation and notes at an appropriate rate for the job assignment and transcribe accurately
- Operate a variety of office equipment and computers
- Establish and maintain cooperative working relationships

TRAINING AND EXPERIENCE

At least one (1) year of responsible secretarial experience.

Special training and education in secretarial related fields is highly desirable.

SPECIAL REQUIREMENTS

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.