

TRINITY COUNTY JOB DESCRIPTION

Position Title: Commissioners Assistant

Department: Road and Bridge

Trinity County is an Equal Opportunity Employer

Position Summary:

General clerical duties for all 4 Trinity County Commissioners; Environmental Management Coordinator

Essential Job Functions:

1. Answering phones, emails, etc
2. Filing
3. Purchasing
4. Misc. Errands
5. Keeping up with environmental files
6. Corresponding with JP's, Constables, Sheriff, POA, Property Owners
7. Present yourself in a professional manner.

Secondary Job Functions:

1. Perform other duties as required for efficient county operation

Additional Job Requirements:

EDUCATION: High School Diploma, GED Equivalent or any combination of education, training and experience which provides the knowledge, skills and abilities required for this job.

EXPERIENCE: Working knowledge of clerical duties

PREFERRED SKILLS:

1. Microsoft Office
2. Microsoft Access

PHYSICAL REQUIREMENTS:

1. Employee must be able to stand/sit in stationary position for 50% of his/her time.
2. Employee must be able to use hands/fingers to operate, activate, prepare, inspect, place and position items to perform his/her job.
3. Employee must be able to carry weight to move, transport, put, install, and remove items to perform his/her job.
4. Employee must be able to see to detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, and assess to perform his/her job.
5. Employee must be able to work in all outdoor weather conditions to perform his/her job.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.