

ANDROSCOGGIN COUNTY

CLERK
Patricia Fournier

Tel. No. (207)753-2500
Fax. No. (207)782-5367



ASSISTANT TO THE COUNTY CLERK

JOB POSTING INFORMATION & JOB DESCRIPTION

August 4, 2014

Contact Name: Patricia Fournier

Company Name: Androscoggin County

Address (Actual location of work)

Androscoggin County Courthouse - 2 Turner Street, Auburn, ME

Phone No. (207) 753-2500

Fax No. (207)782-5367

E-mail address: pfournier@androscoggincountymaine.gov

Position Title: Assistant to the County Clerk

Position is: 37 ½ hours per week.

How To Apply: Download the application online at:

<http://androscoggincountymaine.gov/Forms/Androscoggin%20County%20Employment%20Application.pdf>

And submit or email to: pfournier@androscoggincountymaine.gov, you may attach your resume.

You can also print and mail to: Patricia Fournier, Personnel Officer, Androscoggin County Courthouse, 2 Turner Street-Unit #2, Auburn, ME 04210

By Fax: 207-782-5367 Att: Patricia Fournier, Personnel Officer, Androscoggin County

Pay Start: Pay Grade 5

Qualifications: High School graduate or equivalent with computer skills and business education. Experience with common office equipment and office procedures.

Benefits: Yes

COUNTY OF ANDROSCOGGIN

Job Description

TITLE: Assistant to County Clerk

Pay Grade: 5

QUALIFICATIONS:

1. High school graduate or equivalent with proficiency in business education skills with excellent typing skills.
2. Working knowledge of basic office procedures and the operations of common office equipment.
3. Working knowledge of computer operations and word processing.
4. Experience with Microsoft Word and Excel.
5. Must work independently and handle multiple tasks.
6. Demonstrated ability and aptitude for successful fulfillment of assigned responsibilities.
7. Sufficient physical ability to meet the Department's essential functions.
8. Such alternative to the above qualifications as the Commissioners and County Clerk may find appropriate and acceptable.

REPORTS TO: County Clerk

JOB PURPOSE:

To assist the county clerk in the day to day operations of the Commissioners' Office

MAJOR RESPONSIBILITIES:

1. Prepares the purchase order and enters in the FundSense Accounting System.
2. Disseminates agenda and minutes of Commission meetings.
3. Researches county roads, maps, and commission records for the public, surveyors, Department of Transportation and attorneys.

Assistant to County Clerk

4. Maintain and records all documents regarding Notice of Taking from Department of Transportation.
5. Schedules meetings in the County Building as needed by difference agencies.
6. Maintains inventory of supplies for ordering.
7. Maintains accurate records of vacation schedules for all county employees.
8. Accepts all job applications for all departments and screens the applications for all positions.
9. Maintains monthly report of photocopies.
10. Attend meetings in the absence of the Clerk.
11. Answers phone and take messages when necessary.
12. Performs any task as assigned by the Clerk.

Revised: 111107

By County Commissioners vote of November 1, 2006