

NEW CASTLE COUNTY GOVERNMENT

Number 0161

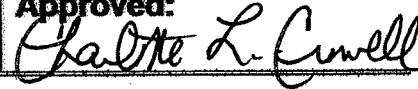
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CLASS SPECIFICATION

Date 09/01/05

Title: ETHICS COMMISSION CONFIDENTIAL ASSISTANT

Approved:



GENERAL STATEMENT OF DUTIES: Under general supervision of the Ethics Commission attorney, legal advisor, or other Ethics Commission member, performs various administrative and support functions requiring complete confidentiality of Ethics Commission business; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible administrative work of a wide variety and scope providing support to Ethics Commission Counsel and members of the Ethics Commission. The work deals with highly sensitive ethics matters and is extremely confidential in nature. The work is of a complex nature and involves the exercise of judgment and initiative in the application of prescribed procedures and methods to routine matters. The work is performed under general supervision and may be checked by an immediate supervisor on unusual problems. Supervision may be exercised over the work of subordinate clerical personnel. This employee may be assigned major responsibility for a particular type of operation for the Ethics Commission. Some secretarial duties may be performed.

EXAMPLES OF WORK: (Illustrative only)

- Responds to requests for Freedom of Information Act (FOIA) material;
- Conducts Commission business at County office locations for employees, officials and the public;
- Maintains filing systems for Advisory Opinions, Orders, and Commission Minutes;
- Attends Commission meetings to take minutes and distribute documents;
- Organizes notification and mailing of yearly Statement of Financial Interests and maintains completed forms in a confidential database;
- Maintains confidential Disclosure Forms database and files completed forms;
- Assists Commission Counsel with the preparation and distribution of Advisory Opinions and Orders;
- Prepares annual report and information brochure with Commission Counsel for publication;
- Assembles and mails detailed confidential meeting packets to Commissioners for monthly meetings;
- Tracks and maintains budget expenditures for Commission and prepares related reports;

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CLASS SPECIFICATION

Title: ETHICS COMMISSION CONFIDENTIAL ASSISTANT

Approved:

Charlotte L. Curwell

- Schedules meetings, hearings, training sessions, conferences, and other related business activities;
- Performs routine research, investigates facts in matters relating to the business of the Ethics Commission office and prepares related reports;
- Designs, prepares and maintains information for Ethics Commission website;
- Acts as liaison to other departments, boards, commissions, attorneys, County Council, and County Executive's office;
- Personally composes routine replies;
- Performs secretarial and word processing duties as needed;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of office terminology and procedures, business mathematics and English; ability to understand and follow complex oral and written directions; ability to prepare reports, Orders, and Advisory Opinions; ability to make decisions in accordance with laws, ordinances, regulations, and established policies and procedures; ability to communicate courteously and effectively, both verbally and in writing; ability to operate a personal computer and other related office equipment using current software programs; ability to meet employees and the public and explain regulations and procedures in a courteous manner; ability to maintain strict confidentiality regarding ethics issues and Commission business; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years experience in performing administrative and support work of a progressively responsible nature and possession of an Associate's Degree from an accredited college or university with major course work in legal secretarial, business administration, ethics, or closely related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.