

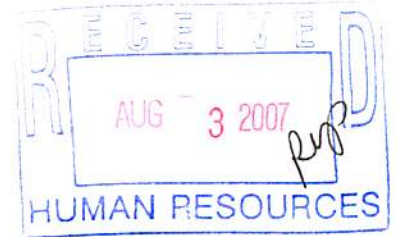
**AI-4873**

**8.D.**

**Adjust position/slot duties & salary**

**CC REGULAR**

**Date:** 08/07/2007  
**Submitted By:** Estella Webber, URBAN COUNTY  
**Department:** URBAN COUNTY  
**Agenda Area:** Urban County



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**Information**

**CAPTION**

1. Discussion, Consideration, and Approval to assign Clerk/Receptionist with additional duties on a temporary basis due to Executive Assistant being out of the office on maternity leave.
2. Approval to temporarily increase the budgeted salary for Clerk/Reception (Slot Number 0020) by \$5,469.33, effective with pay period beginning August 6, 2007.
3. Approval of revised salary schedule

**BACKGROUND**

The Urban County Program Executive Assistant is on maternity leave and is expected to be out for approximately twelve (12) weeks. The current funding level of the program is insufficient to hire a temporary employee, therefore it is our recommendation to temporarily assign additional duties to the Urban County Program Clerk/Reception to continue with the work of the Program.

**Additional Duties:**

1. Screen and independently handle a variety of routine to complex inquiries by telephone and in person.
2. Develop, coordinate and maintain record keeping system for files and records.
3. Prepare agenda for administrative meetings and handle mechanics.
4. Attend meetings, take minutes or notes and follows through on matters requiring correspondence.
5. Obtain quotes/bids, order new equipment, new supplies and materials.
6. Screen and route materials according to content of communications.
7. Arrange travel schedules, travel reservations, and prepare travel vouchers and expense reports for department director and/or division personnel.
8. Perform such other duties as may be assigned.

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**Fiscal Impact**

**Attachments**

Link: [schedule](#)

APPROVED *Esther A. Cortez /m*  
DATE 08-03-07

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**Form Routing/Status**

Route Seq Inbox	Approved By	Date	Status
(Originator)	Estella Webber	07/31/2007 10:58 AM	CREATED