

**OKANOGAN COUNTY COMMISSIONERS  
RESOLUTION 132 - 2023**

*A resolution reclassifying and adopting updated job description for Administrative Secretary*

**WHEREAS**, Section 3.1 of the Okanogan County Personnel Manual provides that a classification system inventorying the duties and responsibilities of each position shall group individual positions into classifications based upon the similarities in job duties and responsibilities; and

**WHEREAS**, the job duties of the Administrative Secretary will be changed to include support and back-up to the Public Records Officer; and

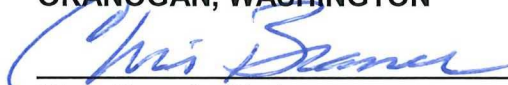
**WHEREAS**, the increased job duties and responsibility added to the current job description justify the position to be moved to a higher grade; and

**WHEREAS**, the current Public Records Coordinator has resigned and this position will not be filled. The funds designated for the Public Records Coordinator position will be used to fund the increase to the Administrative Secretary position; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Okanogan County Commissioners that effective October 6, 2023 the Administrative Secretary position (COM007CK3-003) grade 14 is hereby changed to a grade 16.

**DATED** at Okanogan, Washington this 3rd day of October, 2023.

**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**

  
Chris Branch, Chairman


**ABSENT**

Andy Hover, Member

  
Jon Neal, Member

**ATTEST:**



  
Laleña Johns, CMC  
Clerk of the Board