



ADMINISTRATIVE ASSISTANT II JOB DESCRIPTION

Job Title: **Administrative Assistant II**

Job Code: **OB113**

Pay Grade: **18**

Effective Date: **March 2020**

FLSA: **Non-Exempt**

Revision Date: **March 2020**

NATURE OF WORK

Under general supervision, performs a variety of skilled administrative functions; provides confidential clerical support to assigned Director/Administrator and/or other departmental personnel; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Serves as an assistant to the departmental Director/Administrator and provides related administrative support; assists in coordinating the day-to-day operations of the Department.
- Answers, screens, and directs incoming calls; responds to public inquiries and requests for information; records, logs, and files public disclosure requests.
- Prepares, maintains, and distributes correspondence, agendas, meeting minutes, resolutions, contracts, reports, forms, electronic newsletters, rosters, and/or other departmental documentation.
- Maintains departmental calendars; schedules and coordinates meetings, appointments, luncheons, award ceremonies, social events, and/or other types of functions; organizes and books travel arrangements.
- Coordinates applicant testing, pre-employment investigations, new employee orientation, and staff training; tracks and maintains employee training records.
- Attends and participates in administrative briefings and/or other assigned meetings; records and transcribes meeting minutes.
- Assists management personnel and/or other County staff with the development of contracts; coordinates the review, processing, and tracking of various contracts.
- Provides assistance in researching, preparing, and monitoring the departmental budget; performs budget coding; processes billing; reviews and authorizes the payment of invoices.
- Receives and receipts monies; reconciles cash drawers against reported income; submits monthly reports to management.
- Updates and maintains departmental records, personnel files, policy manuals, and filing systems; purges archived records in accordance with established retention guidelines.
- Performs a variety of accounts payable and receivable functions; prepares payroll for area of assignment.
- Participates in administering assigned departmental grants and/or contracts; compiles data and submits related reports in accordance with reporting requirements.
- Monitors and maintains office supply inventories.
- Coordinates and conducts special projects as assigned.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves sitting and standing for extended periods of time, walking, bending, reaching, and lifting of objects up to 35 pounds.

DISTINGUISHING CHARACTERISTICS:

This is mid-level in the Administrative Assistant series. Incumbents have more complex administrative support knowledge and are granted a greater degree of independence and a responsibility, and by the level of independence granted.

EMPLOYMENT STANDARDS:

Associates Degree in Business Administration or related field; AND three (3) year's experience as an administrative assistant.

Depending on area of assignment, a Notary Public License and/or other specialized certifications may be required

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Departmental operations relative to area of assignment.
- General office practices and equipment.
- Standard computer software applications.
- General accounting and bookkeeping principles.
- Records management principles and standards.

Skills in:

- Coordinating and conducting a variety of skilled administrative support functions. Preparing correspondence, reports, agendas, minutes, contracts, and other documentation.
- Assisting with budget administration, processing invoices, and performing general accounting duties.
- Preparing and maintaining correspondence, reports, and other types of documentation.
- Scheduling and organizing meetings, appointments, social functions, and other departmental events.
- Assisting in administering grants/contracts and performing general accounting duties.
- Establishing and maintaining effective working relationships with other staff, County departments, outside agencies, and the general public.
- Communicating effectively verbally and in writing.