



ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Job Title: **Administrative Assistant**

Job Code: **OB112**

Pay Grade: **117**

Effective Date: **November 2021**

FLSA: **Non-Exempt**

Revision Date: **November 2021**

NATURE OF WORK

Under general supervision, coordinates and performs a variety of skilled administrative functions; provides clerical support to assigned management 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.*

- Answers, screens, and directs incoming calls; responds to public inquiries and requests for information; records, logs, and files public disclosure requests.
- 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.
- Prepares and/or drafts correspondence, news releases, statements, resolutions, contracts, reports, forms, electronic newsletters, rosters, and/or other departmental documentation.
- Attends and participates in administrative briefings and/or other assigned meetings; records and transcribes meeting minutes.
- 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 the journey level in the Administrative Assistant series. Incumbents have acquired necessary administrative support knowledge and are granted a greater degree of independence as further experience is gained.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. equivalent; 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.
- Basic accounting principles.
- Records management principles and standards.

Skills in:

- Coordinating and conducting a variety of skilled administrative support functions.
- 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.