



ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Job Title: Administrative Assistant	
Dept./Division: Public Works/Road Maintenance	Job Class Code: 1316
Pay Grade: 117	PCN: 1316001
FLSA: Non-Exempt	Effective Date: March 2026
Representation Status: Non-Represented	Revision Date: March 2026
Reports To: Roads Administrative Assistant Sr., Road Maintenance Manager	

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 the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- 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 other departmental documentation.
- Attends and participates in administrative briefings and/or other assigned meetings; records and transcribes meeting minutes.
- Reconciles cash drawers against reported income; submits monthly reports to management.
- Updates and maintains departmental policies, lists, records, files, and databases; performs a variety of records management functions; maintains compliance with established records retention guidelines.
- Assists with applicant testing, pre-employment investigations, new employee orientation, and staff training; tracks and maintains employee training records.
- Performs a variety of accounts payable and receivable functions, reconciles cash drawers against reported income; prepares payroll for area of assignment and monthly reports.
- Receives and processes public records requests.
- 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. Occasional non-normal business hours, night meetings and some travel are required.

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.

QUALIFICATIONS:

REQUIRED: High School Diploma or G.E.D. equivalent AND three (3) years' experience as an office or administrative assistant; OR equivalent combination of education and experience.

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

COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):

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.

Ability to:

- Learn and follow County policies and procedures.

Behaviors:

- Regular, reliable attendance with minimal unplanned absences.
- A willingness to embrace change and grow personally, professionally, and as an organization.

- Earn trust and respect through clear communication, follow-through, taking ownership and maintaining confidentiality while providing professional services.
 - Accept personal responsibility for work, actions, and words.
 - Commit to the delivery of public services that will benefit the community and contribute to the well-being and quality of life for the citizens of Lewis County.
 - Build constructive working relationships with colleagues and stakeholders.
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As the incumbent in this position, I have received a copy of this position description.

Employee's Name

Employee's Signature Date