

FAYETTE COUNTY

ADMINISTRATIVE ASSISTANT (Commissioner's Office)

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

To perform varied secretarial and administrative functions in a timely manner to assure efficient operation of department and to act as liaison between the assigned department and other county agencies and/or departments.

ESSENTIAL FUNCTIONS OF JOB

1. Assists director or department supervisor in a variety of administrative and secretarial projects and duties as assigned.
2. Assists director or supervisor with several department projects/programs, i.e., contracts, grants, studies, court preparation and documents depending upon specific department needs.
3. Takes dictation and/or transcribes from notes, tapes or rough copy on a typewriter or computer.
4. Composes letters, memos and other correspondence as required.
5. Types reports, letters, memos and other documents as needed on typewriter or computer; prepares required reports as directed.
6. Maintains files and statistics required within the department.
7. Operates computer, provides input and makes adjustments to programs and data as required.
8. Schedules interviews, appointments, meetings, etc. for director and others as necessary; prepares and monitors appointment calendar of staff.
9. Assists in preparing presentation materials regarding department functions for agencies and groups as requested.
10. Answers inquiries from public and others regarding departmental procedures, assisting them in person or on the telephone.
11. Interacts with other internal and external government departments, outside bureaus, agencies, courts and general public daily as needed to perform essential job duties.
12. Opens and sorts incoming mail and prepares outgoing mail when necessary.
13. Assists in orienting new employees.
14. Prepares forms for processing and/or mailing.

OTHER DUTIES OF JOB

1. Attends meetings, training, and/or seminars as required.
2. Assists other clerical staff with work duties as needed.
3. Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives occasional instruction and some supervision from Supervisor in regard to daily work duties.

SUPERVISION GIVEN

No direct supervision. Supervises clerical office staff as delegated by Supervisor or Director.

WORKING CONDITIONS

1. Works indoors in limited office space, with adequate lighting, temperatures and ventilation.
2. Normal exposure to noise and stress, but subject to frequent disruptions.
3. Normal indoor exposure to dust/dirt.
4. Travels occasionally when needed to perform essential functions of job.

PHYSICAL/MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the work day with intermittent periods of standing, walking and occasional bending, twisting, stooping, reaching and grasping as necessary to carry out essential job duties.
3. Dexterity requirements range from coordinated movements of fingers and hands to simple movements of feet, legs, and torso as necessary to carry out essential job duties.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

A. EDUCATION/TRAINING

High school diploma or equivalent plus, some clerical and computer training required.

B. WORK EXPERIENCE

2 years working experience, preferably in government or legal administrative environment or any acceptable combination of experience and/or training.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess good communication and interpersonal skills.
3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (CONT'D).

5. Must possess ability to maintain confidentiality in regard to department information and records.
6. Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
7. Must possess a willingness to travel as needed to carry out essential job duties.
8. Must possess the ability to make independent decisions when circumstances warrant such action.
9. Must possess excellent organizational skills and ability to coordinate several schedules and details or projects with accuracy and efficiency.
10. Must possess ability to perform basic mathematical calculations and prepare invoices, billings and/or financial reports.
11. Must possess ability to compose routine correspondence.
12. Must possess ability to interact effectively with several departments and outside agencies, using tact and discretion.
13. Must possess some knowledge of legal terminology and the operation and procedures of court systems and county government.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF ADMINISTRATIVE ASSISTANT (Commissioner's Office) AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.