

ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position provides high-level clerical and operational support to ensure the efficient and effective operation of the department and to provide administrative support. The work is performed under the general supervision of the Department Head with wide leeway allowed for the planning and carrying out the details of the work. Supervision may be exercised over lower-level clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides strategic administrative support, demonstrating high levels of professionalism;
Handles daily operations, including data entry, records maintenance, and maintaining databases;
Reviews incoming and outgoing mail, and drafts responses;
Acts as a liaison between the staff, the public, and the executive leadership;
Arranges meetings, manages calendars, and arranges travel and accommodations as needed;
Assists with the recruitment, onboarding, and training records for staff;
Works with County departments to resolve issues in the department;
Creates reports, presentations, data, and specialized documents for the Department Head;
Drafts letters and emails to Board members, staff, and outside agencies;
Records notes at all meetings as drafts for the Boards approval;
Conducts correspondence in connection with financial matters;
Processes and supervised the preparation of purchase orders and the securing of bids from vendors;
Manages record retention for the department;
Collects information for reports that are presented to the Board;
Schedules meetings and discusses the subject matter with the Department Head;
Sorts and distributes mail;
Orders office supplies and maintains inventory list;
Screens calls and answers questions prior to forwarding calls to Department Head;
Operates calculator, computer terminal, and other related office machines;

ADMINISTRATIVE ASSISTANT -cont'd

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of standard office platforms (Word, Excel, PowerPoint, Outlook, Microsoft Office);
Thorough knowledge of office procedures, administration and systems, office technology, and workflow;
Thorough knowledge of office equipment and technology tools; Good knowledge of computer operating techniques related to the administrative and financial record keeping, and databases;
Working knowledge of governmental financial regulations and procedures;
Ability to communicate effectively both orally and in writing;
Ability to establish and maintain effective working relationships;
Ability to compose reports, correspondence, and other office documents;
Ability to self-motivate and use independent judgment;
Ability to simultaneously perform a variety of assignments;
Ability to work independently;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to handle multiple tasks simultaneously;
Strong interpersonal skills;
Strong problem-solving skills and the ability to work independently;
Professional and courteous demeanor;
Office and phone etiquette;
Strong attention to detail and accuracy;
Proactive approach to problem-solving and process improvement;
Time management; Confidentiality.

MINIMUM QUALIFICATIONS:

- A) Possession of an Associate's Degree and two years of experience in office administration or in a senior level clerical position; OR
- B) Graduation from high school or possession of an equivalency diploma and four years of experience in office administration or in a senior level clerical position;
- C) Any equivalent combination of training and experience as defined by the limits of A) and B) above.