

PHILLIPS COUNTY ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES

Performs administrative duties involved in assisting the Administrator and the Board of County Commissioners.

SUPERVISION RECEIVED

Works under the general supervision of the Administrator and the Board of County Commissioners. Position reports to the Administrator.

EXAMPLES OF DUTIES

The following examples of duties are intended to be illustrative only and are not intended to be all inclusive: Researches and prepares varied projects, reports, and publications such as newsletters, performs surveys, compiles information and performs detailed analysis of data; presents findings and makes recommendations for solving of administrative problems and for development and implementation of new or special administrative programs.

Basic HR duties including, but not limited to, new hire orientation, overseeing employee benefits, conducting exit interviews; assisting the public with Planning Department forms and procedures; proficiency with website and Facebook updates; completing tasks as assigned by the County Administrator.

Performs liaison work between outside agencies, the media, and other County departments on continuing and/or special projects.

Researches, prepares and documents informational studies or responses to inquiries from a variety of sources; compiles and tabulates data to prepare reports; performs internal audit to ensure that administrative procedures are being completed appropriately.

Attends professional and/or public meetings to provide information as requested; explains and interprets policies, procedures and/or other administrative determinations to County staff and officials and/or the public.

Verifies accuracy and processes monthly voucher payments. Assists in preparation of monthly journal entries and revenue and expenditures reports. Assists in audit, budget and monthly financial report preparation.

Assists in the preparation of the annual audit and annual budget. Enters budget requests and changes in computerized system. Processes monthly revenue and expenditure reports. Reconciles general ledger accounts as requested. Performs special projects and related

duties as required. Maintains records both accumulation and use of insurance claims made to County Insurance plan. Maintains records of paid time off used by all employees and completes county payroll.

TECHNICAL SKILLS

Excellent communication skills: Ability to serve the public in a diplomatic, friendly and efficient manner. Organizational skills. Ability to prioritize workload. Attention to detail, neatness and accuracy. Ability to maintain a cooperative relationship with other county staff. Thorough knowledge of office practices and procedures. Skills in using various office equipment. Ability to learn office software programs. Ability to prepare reports, records and correspondence. Ability to work independently on major assignments of significance, to train others in procedures and the use of equipment. Ability to establish appropriate goals and prioritize work to meet established goals. Ability to explain and interpret office/department policies, procedures and operations.

COMMUNICATIONS

Ability to communicate and establish and maintain effective working relationships with County staff, officials, representatives of other government agencies and the public. Communicates with vendors, banks, insurance companies, attorneys, local business owners and the general public, state, county, and city officials.

Excellent interpersonal, written/oral communication, negotiation, and public presentation skills essential. Considerable knowledge of the modern practices and principles of general administration.

COMPLEXITY/RESPONSIBILITY

Work consists of independently gathering data and preparing detailed reports and analyses upon which administrative decisions are determined subjected to confidential information.

EQUIPMENT USED

Telephones, computer, copiers, typewriter, fax, printers and similar other business/office equipment.

PHYSICAL REQUIREMENTS

Ability to conduct activities involving moderate standing and walking, and extensive sitting. Ability to lift and carry burdens weighing up to 25 lbs. Ability to grasp and manipulate office equipment and similar other tools and materials. Ability to conduct activities involving stooping, kneeling/bending, twisting, and reaching on an infrequent basis. Ability to work with hands above shoulder heights with a weight up to 25 lbs. Ability to work with arms extended at shoulder height with a weight up to 25 lbs. Ability

to participate in routine conversation in person or via telephone, and distinguish telephone, fax signals, and other auditory tones such as those associated with an office environment. Ability to distinguish small objects at near and far distances in conditions of bright or low light. Ability to distinguish color and depth, and see objects in a wide field of vision.

EDUCATION

High school diploma or GED equivalent and administrative-related work experience.

ENVIRONMENTAL CONDITIONS

The majority of this position's duties are performed within an indoor or a protected environment. The incumbent may be exposed to noise and mechanical and electrical hazards associated with an office environment.