

Position Title: Administrative Assistant

FLSA Status: Non-exempt

Reports to: ADRC Supervisor

Pay Grade: 6

Department: Human Services

I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position is responsible for assisting with maintenance of accounting and record keeping systems and for providing current information on the financial status/administration of the Human Services Department.

II. Essential Duties and Responsibilities

- Communicates with public, employees, and other individuals to answer questions, direct, explain, inform, and address complaints.
- Answers telephones, directs calls, and takes messages.
- Receives and alerts meal sites and transportation coordinator of reservations and requests.
- Develops and maintains newsletter for programs and volunteer opportunities
- Receives, sorts, date stamps, and distributes daily mail, deliveries, and messages as directed.
- Performs routine clerical tasks including sorting, recording, form ordering, and typing as required.
- Maintains and files correspondence and reports.
- Acts as receptionist/computer terminal operator and does basic book and record keeping.
- Records incoming receipts and revenues.
- Operates and office machines, such as photocopiers, scanners, facsimile machines, voicemail systems, and personal computers.
- Maintains and orders office supplies.
- Types and publishes media release informing public of programs.
- Performs secretarial duties for the Director including taking and transcribing dictation, composing letters, taking messages, maintaining files and taking minutes of meetings.
- Develops spreadsheets.
- Acts as back-up to fiscal staff as needed.

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Vernon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

III. Related Job Functions

- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Establishes and maintains effective working relationship with co-workers and others.
- Attends staff meetings and training sessions.
- May take and transcribe shorthand.
- Performs related work as required or directed.

IV. Physical Demands

50%- Sits at desk, uses 75%-hearing, near vision and fingering for typing, word processing, calculators or other office machines. 75%-Talks and listens to clients, callers, department staff. 10%- Sits, walks, stands, bends, reaches, and moves about the office intermittently throughout the day. 50% -Handles telephones, papers and manuals, etc., lifts files, copy paper and other office materials. Involves minimal potential and/or direct exposure to blood or body fluids.

V. Education and Training Requirements

- Graduation from an accredited high school or GED; requires three years recent office experience with demonstrated competency in advanced word processing, accounting, bookkeeping, and computer skills; advanced technical training in bookkeeping, accounting, and computer; some experience in operating a switchboard or related equipment; experience working with various socio-economic levels of public. In evaluating candidates for this position, the County may consider a combination of education, experience and training that provides the necessary knowledge, skills, and abilities to perform the duties of the position.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.