

CLAY COUNTY JOB DESCRIPTION

Position Title: Administrative Assistant I **FLSA:** Non Exempt
Department: Purchasing **Level:** 14
Reports To: Purchasing Manager
Date: March 2018

General Purpose:

The ***Administrative Assistant*** I position is a responsible position that provides administrative and clerical support. This position works independently under the general direction of the assigned supervisor. The primary purpose of this position is to work directly with the Purchasing Manager and department staff.

Primary Responsibilities:

- Provide clerical and administrative support by routing correspondence, drafting letters and documents, and initiating telecommunications.
- Provide reception duties by answering the phone and greeting guests to the department.
- Plan, organize and perform general administrative and clerical functions Purchasing Manager and department staff; and coordinate projects.

Essential Duties and Responsibilities:

- Provide administrative and functional support of operations in area of responsibility.
- Prepare and maintain Standard Operating Procedure Manual.
- Prepare spreadsheets, charts, graphs, forms and reports.
- Receive incoming telephone calls, transfer calls or direct callers to appropriate personnel; type, compose and edit correspondence; charts, forms, reports and other material requiring judgment as to content, accuracy and completeness; prepare original correspondence for communication with vendors, citizens and other governmental agencies.
- Provide administrative support for critical functions in area of responsibility.
- Assist with the preparation of Request for Commission actions (RCA) forms.
- Assist with the preparation of Commission Meetings.
- Prepare purchase orders, invoices, and requisitions as needed.
- Contribute to team effort by accomplishing related results as needed.
- Perform other clerical duties as assigned and reasonably qualified to perform.

Knowledge, Skills and Abilities:

- Ability to work with multi-disciplinary and multi-agency groups, ability to work in an environment where changing priorities are the norm and demonstrated skills in managing multiple tasks required.
- Knowledge of practices, principles, and procedures of assigned area of responsibility including, but not limited to, purchasing and bid procedures.
- Knowledge of practices, principles, and procedures of assigned area of responsibility including, but not limited to, modern office practices and procedures.

- Skilled in operation of a personal computer and various software applications and other office equipment.
- Ability to provide, in a positive manner, effective leadership by demonstrating organizational commitment, strong work ethic, empathy, initiative, motivation, dependability, professionalism, flexibility, and adaptability to a constantly changing environment.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include, walking long distances, climbing, bending, standing and sitting for extended periods of time, lifting up to 50 pounds and operating assigned equipment.
- Ability to communicate professionally and effectively, using written and oral communication, with all levels of staff and public.
- Ability to speak, read, and understand English.
- Knowledge of accounting principles and practices.
- Knowledge of databases, spreadsheets and general office forms.

Minimum Qualifications:

- Must have a high school diploma or equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.
- Must possess one to three years of increasingly responsible related experience or any equivalent combination of related education and experience.

Minimum ADA/Physical Requirements:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person and to hear equipment alarms.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written/typed documents and text materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and personal computer.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift up to 50 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.
- Must be legally licensed and insured to operate a motor vehicle.

Work Environment:

- Work is typically performed in an office setting. The noise level in the work environment is typically moderately quiet; at times the noise level may be loud, with frequent interruptions and multiple demands.

Required Travel:

- The employee may occasionally be required to travel throughout the County; may be required to travel within and out of state.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Clay County maintains its rights as an “at will” employer and nothing in this job description restricts its ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County’s current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County. This is not an all-inclusive list; other duties, qualifications, knowledge, and skills may be required.

Approved By:

Assistant County Administrator – Finance & Administrative Services

Date

County Administrator

Date