

# Adams County Administrative Assistant

## **Purpose of Position**

To provide clerical, secretarial, and administrative services while assisting in the administration of the standard operating policies of the office.

## **Essential Duties and Responsibilities**

The following examples are intended as illustrations only of the various types of duties assigned in positions allocated to this classification. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment to the position.

- Answer the incoming phone lines
- Greet the public that comes to the department and assist them with information and/or direction
- Take memos
- Compose letters
- Maintain personnel files
- Distribute outgoing and incoming mail
- Other duties as assigned

## **Job Context**

The person in this position is supervised on a daily basis and has no supervisory authority. The Administrative Assistant works regularly scheduled hours year-round. The person in this position never works shift work, and is on call only in emergency situations. Some 95% of the work in this position is indoors, and 5% is outdoors and may require work done in all types of weather conditions. The position has accountability for monetary, safety, and legal issues related to the work for which the position is responsible.

There is limited exposure to chemicals and/or hazardous materials. The Administrative Assistant must also have a high school diploma, or equivalent education. In addition, at least two years of experience in this or related field is strongly recommended. The stress level associated with this position is moderately high. Physical work involved in this position exists only in major emergencies or crisis situations.

## **Minimum Qualifications**

This position requires the following minimum qualifications:

- Be 18 years of age
- Have adequate accounting techniques
- Be familiar with budgeting procedures
- An understanding of law enforcement duties
- Knowledge of payroll information and techniques

- Exhibit proper grammar and proper use of English in speaking and writing
- Familiar with computerized software, including word processing
- Have good mathematical skills, including addition, subtraction, division, and multiplication
- Knowledge of general functions and operations of county government

**Supervision**

Received: Receives supervision from the Office Manager or other higher-ranking authority

Given: Typically gives supervision to no other employee