

POSITION DESCRIPTION – ADMINISTRATIVE ASSISTANT – CAREER

General Purpose:

- A. Performs a variety of routine and complex clerical, secretarial and office administrative duties.
- B. Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, data processing and bookkeeping.

Supervision Received:

Works under the direct supervision of the Chief

Supervision Exercised:

None

Essential Duties and Responsibilities:

- A. Acts as custodian of departmental documents and records.
- B. Answers and operates central telephone system and routes callers or provides information as required.
- C. Assists in the procurement of office materials and supplies.
- D. Composes, types and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness.
- E. Coordinates travel arrangements for staff.
- F. Directs preparation of records such as notices, minutes and resolutions, including attending all Board of Trustees meetings to act as the recording secretary.
- G. Handles all bookkeeping for the District.
- H. Independently composes correspondence related to assigned responsibilities.
- I. Operates listed office machines as required.
- J. Prepares squads reports to be forwarded to the District billing agency for collection on services rendered.
- K. Provides guidance and assistance in personnel matters including health benefits, payroll problems, retirement information, job opportunities, and step increases.
- L. Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- M. Serves as the District HIPPA officer and handles all requests under this act.
- N. Assists with payroll responsibilities.

Minimum Qualifications:

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.

Minimum Requirements:

- A. Minimum age requirement is 18 years of age.
- B. Must be a legal citizen of the United States of America.
- C. Must be able to speak, read and write the English language.

Necessary Special Requirements:

- A. Possession of, or the ability to obtain a valid operators license.
- B. Must complete a Basic First-Aid Training course, and CPR course.
- C. This is to include annual continued training, as mandated.
- D. A person in this class may be bonded.

Selection Guidelines:

May include any or all of the following: Formal application, rating of education and experience; oral board; background/driver's license verification and check; hiring list; offer of employment; post-offer physical examination, including drug screen; post-offer credit check.

Tools and Equipment Used:

Personal computer including word processing and database software attached to a computer network; copy machine; fax machine; calculator; paper shredder; telephone switchboard and other general business office equipment.

Physical Demands/Work Environment:

This position requires an equal amount of time spent standing, walking, and sitting. Lifting, pushing/pulling, or carrying objects weighing up to twenty-five (25) pounds is sometimes required, with a maximum of forty (40) pounds infrequently required. Climbing, stooping, kneeling, crouching, crawling, twisting, and bending are sometimes required. Repetitive movements of the hands are sometimes required. Audio, visual, and verbal functions are essential functions to performing this position. The majority of the workday is spent indoors.