



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Administrative Assistant - Facilities Maintenance</u>	NEW: <input checked="" type="checkbox"/> X	REVISED: _____
	<small>(Please check one)</small>	
REPORTS TO: <u>Facilities Maintenance Manager</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>03/2017</u>
DEPARTMENT: <u>Facilities Maintenance</u>		JOB CODE: <u>600</u>

SUMMARY:

Under close supervision, performs clerical and office support duties such as opening and distributing mail, greeting the public and responding to inquiries, checking and verifying information, posting to and maintaining records and providing customer service.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Provides customer service by phone and in person at the departmental front desk; responds to customers questions. Prepares and process phone charges; receives payments, issues receipts and prepares deposits; receives invoices to code, verify and prepare pay requisitions; maintains records relating to transactions; prepare special and periodic reports. Orders office supplies, uniforms, safety equipment, etc., and maintains inventory.

Enters data into computer system and maintains records; prepares daily work order assignments and closes upon verified completion; work with customers to resolve problems; schedules appointments and meetings as necessary.

Checks information received for completeness and accuracy; responds to customer questions; processes information in accordance with department procedures; enters data into computer system; completes reports of daily activity.

Prepares reports for customers documenting transactions; makes copies of information as requested; receives payments and issues receipts; prepares cash deposits; maintains records relating to transactions; prepare special and periodic reports.

Orders office supplies; receives supplies and issue payments; maintain records of inventory and reorder as necessary; maintain records of expenditures and reconcile as necessary. Enters data into computer system and maintain records; performs research of records to respond to public requests; explains department processes to public and assists in resolving problems; refers customers to other departments when necessary to resolve problems; schedules appointments as appropriate

KNOWLEDGE AND SKILL:

1. Good knowledge of standard office practices, record keeping, office equipment and computer software.
2. Good knowledge of County departments and operations.
3. Good knowledge of Boone County policies and procedures.
4. Skill in organizing, scheduling and reviewing work.
5. Skill in the use of a personal computer.
6. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. On occasion may assist loading/unloading supplies to various storage areas. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

MINIMUM QUALIFICATIONS:

High school diploma or GED and one year of clerical experience, preferably in a customer service area; some typing skills, and familiarity with computer software programs.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.