



## BOONE COUNTY JOB DESCRIPTION

**JOB TITLE:** Administrative Technician III    **NEW:** X    **REVISED:**       
(Please check one)

**REPORTS TO:** Chief Deputy Public Admin.    **FLSA:** Non-Exempt    **DATE:** 03/2017

**DEPARTMENT:** Public Administrator    **JOB CODE:** 600

**SUMMARY:**

Under close supervision, the Administrative Tech III performs clerical and financial duties such as preparing monthly reports in SEMS application, annual settlements of conservatorships, responding to inquiries, bank reconciliations, checking and verifying information, posting to, and maintaining records.

**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.*

Reconciles and reviews bank accounts; and ensures financial compliance with various forms of benefits including Medicaid and Social Security. Assist with managing budgets for conservatorship estates. Prepare annual settlement reports in accordance with Probate Court guidelines.

Assist with preparation of Court petitions and filing with the Probate Division to remain compliant with Public Administration statutes. Prepares legal documents and written communications for the protectee and reviews with the Public Administrator and Deputy Public Administrator.

Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Knowledge of personal computers and standard software applications related to legal support work, including Microsoft Word and Excel.
2. Knowledge of filing and electronic record keeping systems.
3. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
4. Expert skills in accounting or bookkeeping.
5. Expert skill in discretion and maintaining confidential information.

6. Advanced ability to work independently and follow instructions.
7. Advanced ability to maintain a high level of accuracy and attention to detail.
8. Advanced ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
9. Knowledge of standard office practices, record keeping, office equipment and computer software.
10. Knowledge of County departments and operations, policies, and procedures.
11. Advanced skills in organizing, scheduling and reviewing work.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. 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, binding machines, hand-held recording devices, filing cabinets, and fax machines.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Accounting or related field or two years of related experience; or an equivalent combination of experience.

*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.*