



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Administrative Assistant</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/>
<b>REPORTS TO:</b> <u>Office Administrator</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>07/2024</u>
<b>DEPARTMENT:</b> <u>Road &amp; Bridge</u>	<b>JOB CODE:</b> <u>600</u>	

### **SUMMARY:**

Under close supervision, the Administrative Assistant performs clerical and office support duties for the Road & Bridge department, including front desk duties, data entry, records maintenance, and 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.*

Answers phones and responds to inquiries as appropriate; greets guests and provides customer assistance; and opens and distributes mail.

Schedules meetings and appointments; maintains training room and conference room schedules; prepares correspondence and reports; and maintains files and records.

Monitors the department general e-mail box and website for potential work requests; communicates with citizens and staff if follow up is necessary; maintains the work request portion of the work order system.

Updates the departmental webpage and social media posts and assists with issuing press releases for upcoming projects.

Orders office supplies; receives and stocks inventory; maintains records of inventory; and reorders inventory as necessary.

Assists with processing leave sheets, journal entries, and reimbursements. Assists with fuel rebates. Assists with new hire and existing employee documentation.

Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Knowledge of personal computers and standard software applications related to general business functions, including Microsoft Word, Excel, and Publisher, work order software (preferable), web application/update products, and operation of standard office equipment.
2. Knowledge of database 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 skill in discretion and maintaining confidential information.
5. Advanced ability to work independently and follow instructions.
6. Advanced ability to maintain a high level of accuracy and attention to detail.
7. Advanced ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
8. Knowledge of standard office practices, record keeping, office equipment and computer software.
9. Knowledge of County departments and operations, policies, and procedures.
10. 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. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, 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 and two years of clerical experience, preferably in customer service; typing skills; and strong familiarity with computer software.

*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.*