



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Senior Administrative Assistant</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> _____
	<small>(Please check one)</small>	
<b>REPORTS TO:</b> <u>Deputy County Clerk III</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>11/15</u>
<b>DEPARTMENT:</b> <u>County Clerk</u>	<b>JOB CODE:</b> <u>600</u>	

**SUMMARY:**

Under general supervision, performs clerical and secretarial duties such as answering phones typing, preparing correspondence, filing, and responding to public inquiry. Processes and issues County licences.

**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 and directs calls, e-mails, and visitors; makes inquiries and verifies data; responds to requests for information; frequently notarizes documents; processes mail; and reviews multiple forms for accuracy.

Processes and issues liquor, merchant, and auctioneer licenses; issues license renewals and tracks license changes and business closings; and processes annual renewals and statements.

Processes payment requisitions and purchase orders; processes accounts payable/receivable; processes travel reimbursements; and orders and maintains supplies.

Prepares various reports and mailings for Boone County entities regarding the State Tax Commission, State Ethics Commission, State Board of Education, and several others as directed.

Holds role of Secretary to State Board of Equalization; provides information to appellants about appeal process; takes minutes for meetings and mails decision letters to appellants.

Performs all other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Knowledge of standard office practices, record keeping, office equipment and computer software.
2. Advanced knowledge of County departments and operations.
3. Advanced 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.
7. Ability to interpret state statutes.
8. Ability to adapt to multiple functions of the position

**PHYSICAL DEMANDS:**

The majority of the 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 above shoulders and transporting distances up to 50 yards. OCCASSIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing up to 50 lbs. 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 two to four years secretarial/office management experience; 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.*

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)