



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Administrative Technician I</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Chief Deputy Public Admin.</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>Public Administrator</u>	JOB CODE: 618	

SUMMARY:

Under close supervision, the Administrative Technician I 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 at the office counter; checks information received for completeness and accuracy; responds to customer questions; processes information in accordance with department procedures; scans documents; and enters data into computer system. Provides back-up to other clerical staff.

Performs food stamp interviews; communicates with Family Support Division on behalf of wards; completes Medicaid, Social Security, Food Stamp, Lifeline, energy assistance, and disability applications for wards; balances bank statements; prepares reports on each ward and distributes to other Public Administrator staff.

KNOWLEDGE AND SKILL:

1. Knowledge of standard office practices, record keeping, office equipment and computer software
2. Knowledge of County departments and operations, policies and procedures
3. Skill in organizing, scheduling and reviewing work
4. Knowledge of eligibility guidelines of benefits for individuals with disability
5. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the wards of the Public Administrator

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. 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.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)