



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Administrative Technician II</u>	NEW: <u>X</u>	REVISED: _____
	(Please check one)	
REPORTS TO: <u>Deputy Director</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>4/15</u>
DEPARTMENT: <u>Boone County Joint Communications</u>		JOB CODE: <u>600</u>

SUMMARY:

Under general supervision, performs clerical and office support duties such as opening and distributing mail, greeting the public and responding to inquiries, checking and verifying information, maintaining records, reading and interpreting maps, 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.)*

Maintains and updates records in the 911 system. Performs clerical tasks such as: sorting, filing, copying reports, and typing correspondence.

Maintains a database of business emergency contact information, caution notes, medical information, and location of keys; maintains alarm permit database; answers phones. Runs a Customer Update Report on address changes to the phone system.

Maintains Boone County Street Guide Directions File. Assists with the “Plat & Plan” review for new subdivision. Monitors and adjusts the “Rejected, not-recommended, and pending” street name list. Writes directions to new streets and adds those directions to the Boone County Streets Direction Guide.

Performs all other duties as assigned.

KNOWLEDGE AND SKILL:

1. Basic knowledge of standard office practices, record keeping, office equipment and computer software.

2. Basic knowledge of County departments and operations.
3. Basic knowledge of purchasing guidelines.
4. Basic knowledge of Boone County policies and procedures.
5. Basic knowledge of Boone County geography.
6. Skill in the use of a personal computer.
7. 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. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the phone.

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 and transporting distances up to 50 yards. OCCASSIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects.

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 clerical experience; familiarity with computer software programs.

NOTE: A criminal background check including a national fingerprint check through law enforcement agencies and a drug test will be conducted on all successful applicants prior to their being appointed to this position.

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)