



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Senior Administrative Assistant</u>	NEW: <u>X</u>	REVISED: _____
<small>(Please check one)</small>		
REPORTS TO: <u>County Counselor</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/15</u>
DEPARTMENT: <u>County Counselor</u>	JOB CODE: <u>600</u>	

SUMMARY:

Under general supervision, performs clerical and secretarial duties such as answering phones typing, preparing correspondence, filing, and acting as a receptionist. Assists County Counselor and Assistant Counselors with various legal document preparation. Responsible for the department invoicing and budget.

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; transcribes letters and materials from dictations; occasionally notarizes documents; proofreads work. Attends purchasing committee meetings.

Assists with budget and payroll; processes payment requisitions and purchase orders; processes accounts payable/receivable; orders and maintains supplies. Maintains office expense spreadsheets and verifies balances.

Assists with various legal document preparations including E-Filing with the courts, preparing petitions, exhibits, and materials to accompany summons for service. Compiles needed materials for dockets, etc. Maintains confidential files. Monitors the status of cases and whether payments have been made. Maintains files and documents, including electronic filing.

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 court filing procedures including e-filing.
5. Basic knowledge of Boone County policies and procedures.
6. Skill in organizing, scheduling, and reviewing work.
7. Skill in the use of a personal computer.
8. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

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; one year financial experience; familiarity with computer software programs.

PREFERRED QUALIFICATIONS:

Prefer Associates Degree, Notary Public, and prior legal secretary 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.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)