



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Senior Administrative Assistant</u>	NEW: <u>X</u>	REVISED: _____ <small>(Please check one)</small>
REPORTS TO: <u>Commissioners</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>1/27/2016</u>
DEPARTMENT: <u>Commission</u>	JOB CODE: 600	

SUMMARY:

Under general supervision, provides clerical and administrative support including customer service, accounting, data processing and scheduling. Provides administrative support to three Commissioners.

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 administrative support for the department; answers phones and responds to inquiries as appropriate; provides customer assistance; maintains office supply inventory; maintains calendars of three Commissioners and two meeting rooms; prepares correspondence and reports; maintains files; processes Personnel Action Forms (PAFs) and prepares PAFs for Commission approval.

Performs clerical accounting duties such as: preparing payment requisitions and reimbursement requests, composing journal entries, and reviewing existing payment requisitions before Commission approval.

Tracks and updates database of Boards and Commissions within Boone County; monitors P-Card activity for excess or suspicious activity; distributes and posts Boone County calendars in physical locations by way of distribution lists and on County website.

Other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of standard office practices, record keeping, office equipment and computer software
2. Advanced ability to maintain strict confidentiality and utilize discretion when communicating with others'
3. Advanced knowledge of County departments and operations
4. Advanced knowledge of Boone County policies and procedures
5. Advanced oral and written communication skills
6. Advanced ability to respond to citizen interests and complaints in a professional and competent manner

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, 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, and State employees, elected officials and members of other entities. Due to the subject matter of the position, the employee may be subject to stressful situations.

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.

MINIMUM QUALIFICATIONS:

High school diploma or GED and three years secretarial experience; ability to type 50 wpm.

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)