



JOB DESCRIPTION

JOB TITLE: Administrative Assistant

JOB CODE: 1090

DEPARTMENT: Varies

FLSA STATUS: Non-Exempt

REPORTS TO: Department Manager/Director

SUMMARY OF JOB PURPOSE

Performs a wide variety of administrative and general office duties of a highly responsible and confidential nature including assistance in the administration of the department budget, assisting the processing of personnel/time recording functions, and processing invoice payments and other bookkeeping functions within the department; may lead and oversee the work of other office clerical staff.

ESSENTIAL FUNCTIONS

1. Prepares a variety of correspondence, legal documents, reports, articles, newsletters, technical specifications, memoranda, resolutions from minutes of meetings or hearings from notes, rough draft, instructions, or a recording machine; edits materials for format, correct English usage (including spelling, punctuation and grammar) and presentation as necessary; ensures that correspondence, contracts, agreements and all other documents are prepared accurately and in accordance with department standards.
2. Receives and screens visitors and telephone callers; provides customer service to the general public and provides factual information which may require the interpretation of policies and procedures; takes messages or refers caller to the appropriate person; provides assistance or technical information of a specialized nature regarding departmental/County policies, procedures and other program details to visitors, the general public and employees.
3. Receives and accounts for fees, fines, and other monies related to organizational programs or fund accounts; compiles and/or balances financial reports/statements; audits and prepares deposits; may be responsible for maintaining petty cash.
4. Coordinates and arranges meetings, reserves and prepares facilities, and prepares agendas and packets for mailing; may serve as secretary to Committee/Commission/Board in recording and transcribing minutes of meetings, oversee the compilation of Commission/Board packets, and maintain files; may make staff travel arrangements and complete and process claim forms; may maintain the calendar of the manager.
5. Researches and compiles a variety of informational material from a variety of sources (both external and internal) into narrative and statistical reports related to special projects, inquiries or complaints, customer service issues, and departmental functions.
6. Receives invoices, prepares vouchers, determines appropriate account, and prepares claims in order to pay vendors for services rendered; monitors costs and expenditures in order to keep within budget and reconciles accounts; may assist in annual budget development.
7. Coordinates office activities, prioritizes and develops schedules in order to meet critical deadlines; develops and recommends office procedures and systems; ensures efficient office operations to support functions under Manager/Director.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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8. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; provides or coordinates training programs for staff; counsels, coaches, and instructs employees; assists with the hiring and promoting of staff; maintains personnel/confidential employee files; may prepare and submit personnel action forms; may collect, verify, and submit time reporting records to payroll.
9. Provides administrative support to other staff members by preparing correspondence, organizing files, ordering supplies, and initiating requests for repair and maintenance of office equipment and facilities; may assist in the preparation of grants by completing forms, submitting project updates, monitoring purchases, following up on requests for payment, and maintaining files.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and a minimum of three (3) years of progressively responsible administrative, secretarial, or office management experience; additional education and/or training in Business Administration, Public Relations, and/or customer service preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rates, ratio, and percentages; create and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Ability to multi-task and adjust priorities rapidly; knowledge of bookkeeping, file and record management; intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc.; ability to perform statistical analysis; knowledge of NRS and NAC rules, Douglas County Codes, and State and Local rulings preferred for some positions.

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CERTIFICATES, LICENSES, REGISTRATIONS

Typing certificate with speed and accuracy at a rate of 50 – 60 words per minute, depending upon assignment; may be required to obtain notary appointment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or carry up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

This position primarily resides in a standard office environment where the noise level is usually quiet.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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