

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Administration
County Administrator's Office
Classified, GRADE 12
FLSA exempt position

ADMINISTRATIVE ASSISTANT

GENERAL STATEMENT OF DUTIES: Provides support to the County Administrator in the performance of varied and complex clerical, administration, and managerial tasks; coordinates office activities and services in General Administration area by managing workflow and supervising office support staff; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class perform administrative assistant and services coordination for the County Administrator. The work is of a confidential nature and involves recording the minutes of Levy Court Committee Meetings, workshops and executive sessions and management meetings at the request of the County Administrator. The incumbent handles inquiries and arranges for various services to preserve the time of the County Administrator. The Administrative Assistant organizes and directs day-to-day administrative activities under the general direction of the County Administrator to ensure the smooth and efficient operation of the office and has considerable discretion in choosing solutions to varying problems within general guidelines, and policies. Difficult problems are referred to the County Administrator for guidance or resolution.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deductive processes; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Assist County Administrator in a variety of operational areas which may include disseminating directives, preparing required reports, assisting in budget preparation, obtaining, organizing and drafting administrative material for public information or office use;
Serve as liaison with County employees, department managers, elected County officials, general public and the County Administrator in the day-to-day operation of County

Prepare material of a confidential nature and secures this material;
Maintain a list of pending matters before Levy Court and County Administrator;
Maintain appointments calendar for County Administrator, and arrange upcoming meetings and other scheduled events;
Oversee preparation of documents for action by Levy Court Commissioners;
Attend Levy Court committee meetings and other sessions as directed by the County Administrator;
Type and distribute the minutes of committee meetings, executive sessions, and workshops;
Review and distribute mail to the County Administrator;
Supervise office account activity; monitor reports, and advise County Administrator of status;
Supervise, plan, assign, direct, and review the work of clerical support staff;
Act as County Administrator's liaison with vendors and the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of modern office practices and procedures, business English, spelling and math; thorough knowledge of the operations, functions and scope of authority of County departments, requests for information and delegated administrative details; ability to make minor decisions in accordance with laws, ordinances, regulations, and departmental correspondence on routine office management details with little or no supervision; ability to maintain effective working relationships with other employees and the general public; skill in the taking and transcribing notes; tact and courtesy; good judgment; skill and knowledge of the principles and practices of office management; considerable knowledge of personal computers and pertinent applications including word processing and electronic spreadsheets; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of standard high school coursework or G.E.D, including or supplemented by courses in business practice and management, and considerable responsible senior secretarial and/or administrative experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass standard typing test administered by the County. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07
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