

Title: Administrative Assistant
Department: All Departments - Clerical
Division/Office: N/A



Grade 2116; Hourly position; Category: Classified; Job Code: ADSE; Rev.:07/01/2021

General Description

The purpose of this job is to provide administrative and clerical support for the assigned department, which may include personnel, payroll and office management processes according to the County's policies and procedures for a larger or more complex department.

This position works under general supervision of the Department Head, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Prepares varied and complex department documents, records, reports, and forms requiring knowledge of programs, policies and procedures. Initiates reports and documents based upon knowledge of department operations, reporting requirements, and established deadlines.
- Researches, compiles, consolidates, and/or tabulates information; incorporates information into requested reports and other prepared materials; proofreads for accuracy and completeness; and distributes upon approval.
- Maintains assigned inventories; prepares, reviews, and processes purchasing documents; prepares purchase orders for needed materials, equipment, and supplies; receives and distributes incoming supply shipments; reviews and codes invoices; and forwards for payment.
- Processes invoices for payment and is responsible for departmental purchasing records and related documents.
- Assists with preparation of the department's annual budget, inputs budget information; tracks office spending; enters budget adjustments; produces budget reports.
- Maintains records of expenditures and reconciles accounts.
- Performs research on policy, rules and regulations, and historical data.
- Maintains calendar for department management; schedules meetings and appointments; makes necessary travel arrangements; prepares and distributes agendas; and obtains requested audio-visual equipment.
- Enters information into department programs and databases; updates database information; creates new spreadsheets/files; and purges old data as appropriate. Research information from databases and incorporates into reports, summaries, and other assignments.
- Maintains department/program references such as vendor lists, Code books, training manuals, standard operating procedures and mailing lists.
- Performs payroll duties; monitors timesheets for accuracy; adjusts pension codes and corrects coding for employees; ensures entries are correct.
- Receives incoming shipments and records items received; verifies accuracy of shipment.
- Answers telephones, provides assistance, requested documents and information; refers callers to other staff members as appropriate; and takes messages. Receives, dates, and distributes incoming mail. Prepares outgoing mail.
- Prepares folders; maintains files of department correspondence, program records, legal documents, etc.; photocopies documents and distributes and/or files; and requests information from other departments as necessary to complete department records/files.
- Maintains confidential records including employee personnel files within the Department.
- Performs related work as required.

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Minimum Education and Experience Requirements:

High School graduation or GED equivalent supplemented by six (6) years of progressively responsible work experience providing administrative support, office administration, customer service, records management, and personal computer operations.

Additional Requirements:

Thorough knowledge of office terminology, procedures and equipment and of business arithmetic and English; excellent word processing skills; good knowledge of elementary bookkeeping; ability to take and transcribe dictation may be required; ability to follow complex oral and written directions; demonstrated ability to maintain complex clerical records and prepare reports from such records; ability to make decisions in accordance with ordinances, regulations and established policies where errors could easily result in additional costs to the County; ability to make relatively complex mathematical computations rapidly and accurately; ability to plan and supervise the work of others; good judgment; willingness and ability to adapt to new office procedures as required; working knowledge of computers and office applications; regular and timely attendance; performance of duties in a safe manner.

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.

Americans with Disabilities Act 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 fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- May be required to pass standardized examination to determine basic knowledge, skills & abilities.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement