

Barnes County Job Description

Administrative Assistant

SCOPE OF WORK:

Work involves activities associated with administrative office support functions requiring analysis and judgement for the development, implementation, improvement, and coordination of administrative office operations of department. Work may involve specialization or knowledge in a specific subject matter.

DUTIES PERFORMED AT ALL LEVELS:

- Plan, coordinate, and arrange meetings and conferences. Notify meeting participants by phone, email, or correspondence; make travel and lodging arrangements.
- Communicate verbally or in writing with the public regarding processes and procedures that require application of through subject knowledge.
- Prepare and distribute meeting agendas; attend meetings and record proceedings; prepare and distribute minutes.
- Screen multiple documents and supporting information and search multiple sources to determine eligibility, authenticity, or identity; communicate decision to parties affected.
- Determine procedures for processing forms, documents, and other materials regarding various office functions.
- Compose general office correspondence requiring application of thorough subject matter knowledge.
- Type or key, proof, and edit correspondence, reports, and other documents requiring use of advanced software features with some integration of charts, graphics, tables, etc. from other software programs.
- Prepare various newsletters, publications, and reports for distribution to public officials and/or the general public.
- Perform desktop publishing; create visual presentations and utilize Internet sources for gathering information.
- Provide input to the design of an information database to gather and maintain information; develop databases in common office software applications, modify and update information database; retrieve data to generate reports from the database.
- Maintain stock of office supplies, equipment, and forms by ordering and receiving goods; issue goods to staff members or customers; perform physical inventory; prepare and maintain fixed assets records.
- Gather, code, compute, enter, verify, and report data and information.
- Complete and maintain various office records such as purchasing and inventory, payroll and personnel, and client records.
- Perform basic payroll and bookkeeping duties such as completing payroll forms, posting accounts, preparing billings and vouchers, classifying and recording transactions, identifying and resolving discrepancies, reconciling numbers, and preparing transaction reports.
- Participate in the development of office procedures.

- Organize, establish, and maintain office filing systems; develop internal filing system procedures.
- Operate standard office equipment such as computers, printers, copy and fax machines, calculators, postage meters, and imaging equipment.
- Coordinate unique projects and special events involving facility selection and setup, coordinating staff resources and responsibilities, and securing other resources such as training materials and supplies.
- Assist with information technology system development and selection of software to ensure systems provide the functionality and information required by evaluating office needs, testing systems, and gathering user input.
- May train office support staff on tasks, methods, and procedures.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

ADMINISTRATIVE ASSISTANT

GRADE 6

LEVEL DEFINITION:

Work at this level involves the application of knowledge regarding rules, regulations, policies, and procedures in carrying out administrative office support duties. Work involves completing several steps; analyzing multiple sources of data to identify facts and required action; and making and communicating decisions to customers. Work is normally performed under general supervision after initial training period.

MINIMUM QUALIFICATIONS:

Requires an associate degree with major coursework in office support or business or office education and one year of work experience performing a variety of office support, clerical, or secretarial work. Additional work experience performing office support, clerical, or secretarial duties may substitute for the education requirement on a year-for-year basis. Proficiency in keyboarding, specific software, personal computer, grammar, and/or spelling skills may be required for certain positions and will be stated in the job vacancy announcement at the time of recruitment.

ADMINISTRATIVE ASSISTANT II

GRADE 7

LEVEL DEFINITION:

Work at this level involves more complexity and accountability than the Administrative Assistant I because of authority, without prior approval, for the design and implementation of general office and administrative operations to accomplish the work unit's responsibilities. Therefore, a significant degree of judgement and decision-making is necessary to establish, modify, and maintain office procedures.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Plan, develop, create, implement, and maintain office procedures for managing the unit's workflow.
- Compose and prepare correspondence of an official and sensitive nature; coordinate staff input to correspondence.

- Design forms and records for collecting and managing information according to state laws and standards.
- Develop and prepare meeting agendas and materials for the Department Head, board, commission, or committee members; and other meeting participants.
- Establish methods, processes, and procedures to collect data from various sources; compile data into reports, spreadsheets, databases, or file documents for use by others in meetings and presentations to groups.
- Establish and maintain department records management systems that include determining records retention schedules recognizing legal, archival, and administrative value of records; establish records handling and control procedures; oversee records purges.
- Assist with gathering budget and accounting-related data for unit budget development.
- Participate in the selection process to fill office support positions; train agency staff in technical office-related procedures.

MINIMUM QUALIFICATIONS:

Requires an associate degree with major coursework in office support or business or office education and two years of experience performing a variety of complex office support, clerical, or secretarial work which included opportunities for functioning as a project coordinator, team leader, or lead worker. Additional work experience as just described may substitute for the education requirement on a year-for-year basis. Proficiency in keyboarding, specific software, personal computer, grammar, and/or spelling skills may be required for certain positions and will be stated in the job vacancy announcement at the time of recruitment.

ADMINISTRATIVE ASSISTANT III
GRADE 8

LEVEL DEFINITION:

This work is considered the highest level of administrative office support. Therefore, individuals in positions assigned this classification most often report to senior-level management. Work involves significant responsibility for management and coordination of administrative office support and/or business functions, such as purchasing, printing, and fundamental accounting-related functions. Therefore, work at this level is of a highly complex and sensitive nature, often requiring extensive contact with customers and the general public, and requires a high degree of knowledge, skills, and abilities and/or specialization in specific subject matter. Work activities involve decision-making within parameters of approved policies and procedures.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Relay and explain policy or program decisions as intermediary contact for agency staff, public officials, and the general public; may represent the agency at business and/or community functions.
- Compose correspondence and draft press releases, reports, and articles for publication requiring application of thorough subject matter knowledge.
- Coordinate the release and dissemination of sensitive information.
- Perform budget development tasks such as provide input in the budget development process; gather and analyze historical budget data, determine revenue/expenditure trends, and prepare initial budget projections based on data analysis.

- Perform fundamental accounting-related tasks such as classifying, recording, and reporting financial transactions; preparing statements, reports, and supporting documents; identifying, researching, and resolving discrepancies; maintain ledgers, journals, registers, etc.; reconciling statements with transactions and records; and tracking revenue and expenditures for compliance within appropriations.
- Perform research, prepare analyses, and make initial evaluations and recommendations for improvement of administrative procedures, systems, and acquisitions.
- Supervise office support staff, including participating in the selection process, assigning work, evaluating work performance, etc.

MINIMUM QUALIFICATIONS:

Requires an associate degree with coursework in office support or business or office education and four years of experience performing a variety of high-level, complex office support, clerical, or secretarial duties that included supervisory, lead work, or office coordination responsibilities. Additional work experience as just described may substitute for the education requirement on a year-for-year basis. Proficiency in keyboarding, specific software, personal computer, grammar, and/or spelling skills may be required for certain positions and will be stated in the job vacancy announcement at the time of recruitment.

SUPERVISION RECEIVED/EXERCISED:

This position is under direct supervision of the appropriate department head.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

This position performs work in an office environment, working Monday through Friday during normal office hours. Lifting is required (up to 40 lbs.) as is occasionally kneeling, bending, reaching, public contact, sitting and climbing stairs. This position must be able to work well with individuals regarding the use of common courtesy.

OTHER ASSIGNMENTS:

The department head and/or the Barnes County Board of Commissioners reserves the right to amend the functions assigned this position, whether temporarily or permanently, at any time as determine in the best interest of the department. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.