

**Job Title: Administrative Assistant      Prepared By: County Clerk**

**Classification: Full-time                      Prepared Date: May 25, 2015**

**Department: Clerk                              Approved By: Human Resources**

**Reports To: County Clerk & Deputy      Approved Date: 2/3/2016**

**Location: 525 E. Grand Ave.              FLSA Status: Non-Exempt**

**Job Summary:** Under limited supervision, performs a variety of highly responsible, complex and confidential administrative tasks to assist the County Clerk and Deputy County Clerk. Provide information and assistance to elected officials and department heads and/or assigned staff, and the general public.

**Supervision Received and Exercised:** Exercise technical and functional supervision. Receive general supervision from County Clerk and Deputy County Clerk.

**Essential Duties and Responsibilities:**

*Important and essential duties may include, but are not limited to, the following:*

**Qualifications/Requirements:**

- Assist the County Clerk and Deputy County Clerk by providing general administrative support including maintaining files and databases, producing reports and publications and copying and faxing.
- Scan/Prepare/Upload to website County Commissioner Agenda, Agenda Packets and correspondence.
- Scan and transmit daily deposit.
- Input cancelled title data/pull cancelled titles from files.
- Knowledge of administrative/clerical practices and processes.
- Working knowledge of Word, Excel, Outlook, Publisher, and Adobe Acrobat.
- Independently respond to routine letters and general correspondence.
- Compose, type and edit correspondence, memoranda, and other documents requiring judgment as to content, accuracy, and completeness for the County Clerk and County Commissioners.
- Coordinate/manage travel for County Clerk and County Commissioners.
- Maintain and update departmental forms.
- Take, prepare, and maintain meeting minutes as required.
- Prepare directories, registration/entry packets, and project information as required.
- Update board/commission records.
- Perform research.
- Issue/maintain Temporary Merchant Licenses.
- Administer Commissioners' Scholarship program with the Scholarship Committee.

- Provide support with the conducting of elections and assists voters in locating polling locations and provides general election related information.
- Order, receive, inventory, store, and distribute supplies; contact vendors and suppliers as needed, maintain related records.
- Organize and prepare agenda and packets for meetings.
- Assist in a variety of department operations; perform special projects and assignments as requested.
- Receive calls and visitors, answer questions and provide information; route phone calls and take messages as appropriate.
- Receive, open, review, sort, date stamp and distribute office mail.
- Maintain confidentiality.
- Type and enter data at a speed necessary for successful job performance.
- Maintain numerical, alphabetical, and subject matter filing systems.
- Adhere to safe work practices and procedures.
- Perform other duties as assigned or required.

### **Qualifications/Requirements:**

- Knowledge of administrative/clerical practices and processes.
- Working knowledge of Word, Excel, Outlook, Publisher, and Adobe Acrobat.
- Knowledge of standard office equipment.
- Knowledge of customer service standards and protocol.
- Excellent skills in dealing with the public.
- Strong communication/organizational skills.

### **Education/Training/Experience:**

- High School Diploma required, Bachelor's Degree preferred.
- Spelling/typing test.
- 1-2 years progressively responsible work-related experience preferred.
- Must be Bondable.