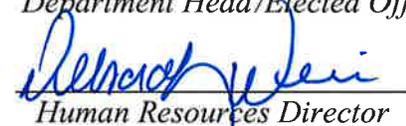


**DOÑA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> Administrative Assistant		<b>PAY GRADE:</b> B23	
<b>DEPARTMENT:</b> Detention Center	<b>FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
<b>REPORTS TO:</b> Detention Center Director	<b>LEAD:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>BARGAINING UNIT:</b> N/A	<b>SUPERVISOR:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<hr/>			
<b>APPROVED:</b> 	<u>2/5/20</u>		
<i>Department Head/Elected Official</i>	<i>Date</i>		
	<u>2/5/2020</u>		
<i>Human Resources Director</i>	<i>Date</i>		

**I. PURPOSE SUMMARY.** Performs various advanced and complex administrative, support and confidential duties in support of the Detention Center; includes maintaining computerized databases, compiling data, and providing customer assistance to employees.

**II. ESSENTIAL DUTIES.** (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

1. Assists the Detention Center Director
  - a. Applies considerable knowledge of county objectives and policies to compose correspondence, memorandums, reports, spreadsheets, requisitions and documents for signatures
  - b. Maintains accurate records and files, examines reports, responses, legislation or other material to determine action or additional information needed.
  - c. Typing, filing, and record keeping; promptly processes, tracks, and distributes correspondence
  - d. Coordinates the logistics for setting up meetings, and represents the department at meetings, as directed.
  - e. Fulfills requests for all office supplies, equipment, and/or materials needed.
  - f. Provides telephone and receptionist services
  - g. Communicates and responds to inquires in verbal and written form
  - h. Distribute incoming mail and pay stubs
  - i. Submits work orders for IT access for new employees
  
2. Coordinates Budget Related Functions
  - a. Functions as the point of contact on department budget matters
  - b. Prepares budgets for multiple funds
  - c. Prepares monthly revenue and expense reports for multiple funds

- d. Monitors expenditures and revenues
  - e. Oversees, coordinates, and monitors internal controls and process for general accounting functions
3. Perform timekeeping and payroll functions
- a. Answers questions and provides advice to employees and supervisors on procedures related to pay and leave accrual/usage
  - b. Verifies the accuracy of preliminary payroll and submits corrections as necessary
  - c. Maintains leave request and attendance records in accordance with proper records schedule
  - d. Distribute incoming mail and pay stubs

**III. ADDITIONAL DUTIES.** Performs additional related duties as assigned.

**IV. QUALIFICATIONS.**

**A. Education.** High School Diploma or GED.

**B. Experience.** Five (5) years of increasingly responsible administrative, accounting, budgeting, or support services experience. Bilingual (English/Spanish) preferred.

**C. Education/Experience substitution.** In accordance with County policy.

**D. Licenses/Certifications.** Valid driver's license and must maintain a satisfactory driving record in accordance with County policy.

**E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Must pass NCIC, background and driver's license check and Polygraph

**1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

Must have knowledge of office procedures and practices, computer operation including word processing, spreadsheet and database programs, administrative techniques and organizational skills, and filing and record keeping systems; inventory control procedures; Principles and procedures of budget preparation, control, financial record keeping and reporting; Business English, spelling, grammar and punctuation and basic arithmetic.

Must have skill in exercising independent judgment in various situations and to determine appropriate action; drafts correspondence following verbal or written instructions from Department Head; handles sensitive and confidential matters and situations; and works with a culturally diverse population. Must possess technical writing skills and be able to establish and maintain effective and cooperative working relationships with others.

Must have ability to accurately collect, record, process and prepare data; asses and prioritize multiple tasks, projects and demands. Monitor and control confidentiality or personnel information according to the standards of the Privacy Act of 1974.

**2. FREEDOM TO ACT.** The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

**3. GUIDELINES AND JUDGMENT.** The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures and for application and in making minor deviations to adapt to specific cases. Where existing guidelines cannot be applied or significant deviations from the guidelines are proposed, supervisory assistance is required.

**4. PHYSICAL DEMANDS.** The work is sedentary. Typically the employee sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items. No special physical demands are required to perform the work.

**5. WORK ENVIRONMENT.** The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, commercial vehicles. The work area is adequately lighted, heated, and ventilated.

**6. SUPERVISORY RESPONSIBILITY.** No supervision exercised. Responsible for own work.

**V. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee* *Date*