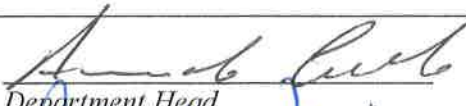
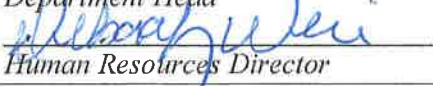


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Administrative Assistant		PAY GRADE: B23	
DEPARTMENT: Facilities & Parks		FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
REPORTS TO: Facilities & Parks Manager		LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BARGAINING UNIT: N/A		SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<hr/>			
APPROVED: 		2/26/14	
Department Head		Date	
		2/26/14	
Human Resources Director		Date	

I. PURPOSE SUMMARY. Plans, organizes, coordinates, and performs a wide variety of complex and confidential administrative functions in support of the assigned department and/or Department Head/Elected Official.

II. ESSENTIAL DUTIES. Assists the department and/or Department Head/Elected Official in his/her duties; composes correspondence, reports, spreadsheets, requisitions and documents for the signature of the supervisor; applies considerable knowledge of county objectives and policies; prepares and files official records such as notices, minutes, agendas, resolutions, and ordinances for official meetings as assigned; maintains accurate records and files, examines reports, responses, legislation or other material to determine action or additional information needed; fulfills requests for all office supplies, equipment, and/or materials needed; develops written protocol to address issues such as cash handling, purchasing, and equipment repairs; communicates and responds to inquiries in verbal and written form; prepares, analyzes, and maintains the department budget; functions as the point of contact on department budget matters; reviews, examines and analyzes accounting records of department or vendor to verify accuracy of figures, and makes necessary corrections or lists discrepancies for adjusting; assists with coordinating any department grant programs and may be the point of contact on grant administration matters; handles all requests for information pertaining to duties assigned; may coordinate the logistics for setting up meetings, and represents the department at meetings, as directed; may supervise other secretarial and clerical staff; responsible for knowing and abiding by all department and county policies and procedures; timekeeper responsibilities

III. ADDITIONAL DUTIES. Performs other 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.
- C. Experience/Education substitution.** In accordance with County Policy
- D. Licenses/Certifications.** None
- E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Background check

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, filing and record keeping systems; inventory control procedures; principles and procedures of budget preparation, control, financial record keeping and reporting; business English, spelling, grammar, 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/Elected Official; 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.

2. FREEDOM TO ACT. Assignments are made by defining objectives, priorities and deadlines. The position handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. Work is reviewed for conformity to policy and requirements

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. While performing the duties of this job, the employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment, and must be able to move about the work environment. The employee must frequently move or reposition up to 10 pounds, occasionally, 25 pounds. Specific vision abilities include close vision and the ability to adjust focus.

5. WORK ENVIRONMENT. Essential duties are performed indoors under normal controlled temperature conditions. Work surface is even, carpeted, tiled and/or a concrete floor.

6. SUPERVISORY RESPONSIBILITY. Work is performed under general supervision of the Facilities and Parks Manager. May supervise other secretarial and clerical employees, as assigned.

IV. 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*