DOÑA ANA COUNTY
CLASSIFICATION SPECIFICATION

Administrative Assistant

PURPOSE: Plans, organizes, coordinates, and performs a wide variety of complex and confidential administrative functions in direct support of the department head/elected official for the assigned department.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (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).

Assists the Department Head/Elected Official in his/her duties; Composes correspondence, reports, spreadsheets, requisitions and documents for the signature of the supervisor, applying 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; Responsible for development of 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, 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; Performs equipment maintenance responsibilities and maintains pertinent records; Handles all requests for information pertaining to duties assigned; May coordinate the logistics for setting up meetings, and represent 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.

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 using independent judgment in various situations and to determine appropriate action; Drafting correspondence following verbal or written instructions from Department Head/Elected Official; Handling sensitive and confidential matters and situations; Working with culturally diverse population; Technical writing; Establishing and maintaining effective and cooperative working relationships with others.

SUPERVISION EXERCISED/RECEIVED: Work is performed under general supervision of the assigned department head/elected official. May supervise other secretarial and clerical employees, as assigned.

QUALIFICATIONS: Any combination of education and experience that provides the knowledge and skills necessary to perform the essential functions of this position. The knowledge and skills are generally acquired through attainment of a High school diploma or equivalent plus five (5) years of increasingly responsible administrative, accounting, budgeting, or support services experience. Associates or Bachelor's Degree in Accounting, Secretarial, Business, or Public Administration or related field may substitute year for year experience. Experience with governmental organization and Bilingual (English/Spanish) is preferred.

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 re-position up to 10 pounds, occasionally, 25 pounds. Specific vision abilities include close vision and the ability to adjust focus.

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

APPROVED: 5/27/04

[Signatures] Department Director/Elected Official  Human Resources Director