



**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Administrative Assistant		PAY GRADE: 11
DEPARTMENT: Health & Human Services	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
REPORTS TO: Department Director	LEAD: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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APPROVED:  Department Head	<u>11/5/12</u> Date	
 Human Resources Director	<u>11/15/12</u> Date	

I. PURPOSE SUMMARY. Plans, organizes, coordinates, and performs a wide variety of complex and confidential administrative functions in support of the Department Director and Manager.

II. ESSENTIAL DUTIES.

1. Assists the HHS Department Director
 - a. Applies considerable knowledge of county objectives and policies to compose correspondence, reports, spreadsheets, requisitions and documents for the signature
 - b. Manages the calendar and sets appointments
 - c. Maintains accurate records and files, examines reports, responses, legislation or other material to determine action
 - d. Coordinates the logistics for setting up meetings, and represents the department at meetings, as directed
 - e. Communicates and responds to inquiries in verbal and written form
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. Provides Lead Support to Administrative Pool
 - a. Develops written protocol to address issues administrative duties
 - b. May supervise other secretarial and clerical staff
 - c. Regularly meets with administrative pool to make assignments and discuss work flow
 - d. Coordinates time keeper functions for department

III. ADDITIONAL DUTIES. As assigned

IV. QUALIFICATIONS.

A. Education. High School Diploma

B. Experience. Five (5) years of increasingly responsible administrative, accounting, budgeting, or support services experience.

C. Experience/Education substitution. Per County Policy

D. Licenses/Certifications. None

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

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 re-position 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 assigned supervisor. 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*