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.

1. Assists the Department and/or Department Director:
   a. Applies considerable knowledge of county objectives and policies to composes correspondence, reports, spreadsheets, requisitions and documents for signature
   b. Maintains accurate records and files, examines reports, responses, legislation or other material to determine action or additional information needed.
   c. Coordinates the logistics for setting up meetings, and represents the department at meetings, as directed
   d. Fulfills requests for all office supplies, equipment, and/or materials needed.
   e. Provides telephone and receptionist services

2. Processes work orders
   a. Enters and updates work orders for internal employees requested by phone or email.
   b. Process employment separation work orders once the separation checklist is received
   c. Resets employee network account passwords
   d. Monitors the work orders through completion.

3. Processes Purchase Orders
   a. Prepares requisitions and process purchase orders
   b. Orders items once purchase order is received.
   c. Processes invoices and received items.
   d. Maintains records of purchases.
   e. Creates new requisitions to obtain purchase orders in accordance with proper filing system.

4. Coordinates Budget Related Functions
   a. Functions as the point of contact on department budget matters
   b. Prepares, examines, and analyzes accounting records of department or vendor to verify accuracy of figures and makes necessary corrections or lists discrepancies for adjusting
   c. Prepares monthly revenue and expense reports
   d. Monitors expenditures and revenue. Oversees, coordinates, and monitors internal controls and process for general accounting functions

5. 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.

III. ADDITIONAL 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. 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 and must maintain a current driver’s license.

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. 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. Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.
4. **PHYSICAL DEMANDS.** Work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, or carrying of light items.

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.

**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