

Administrative Assistant - ADMIN



JOB CLASSIFICATION:

Under limited supervision, assist County Manager (CM) with all aspects of administrative support. Provide administrative support to the Administrative Office and other Offices as needed. Duties include providing exceptional customer service, organizing special projects, assisting the administrative staff with payroll, accounts payable, purchasing, and correspondence while maintaining a high level of confidentiality.

ESSENTIAL FUNCTIONS:

- Provide exceptional customer service to all visitors at the county Administrative Office; organize special projects and special functions for the County
- Answer telephone with proper etiquette, take messages, answer questions as needed and route telephone calls to proper personnel
- Provide overall clerical and administrative support to the County Administrative Offices
- Assist in preparation of the agenda and meeting packet for Commission Meetings
- Collect information and assist in preparing for meetings conducted by the County Manager
- Assist in preparation of press releases and public notices
- Transcribe, write and maintain confidential letters and documents
- Cross train in a wide variety of duties, and assists staff as directed
- Assist in updating the website with various information
- Assist in developing and maintaining a social media presence for the County
- Learn and operate multiple software programs and applications in pursuit of routine responsibilities and additional projects as assigned
- Perform all duties with minimal supervision.

QUALIFICATIONS:

Citizen or legal resident of the United States who has reached the age of eighteen (18) years of age

- High school diploma or (GED) equivalent required

- Minimum of five (5) years customer service experience
- Must possess a valid Driver's License
- Have not been convicted of, pled guilty to, or entered a plea of nolo contendere to any felony charge or, within the three-year period immediately preceding this application, to any violation of any federal or state law or local ordinance relating to:
 - Aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude; and
 - Has not been released or discharged under dishonorable conditions from any branch of the armed forces of the United States.

PROFESSIONAL REQUIREMENTS:

Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: fingerprinting, criminal records search, driving record screening, reference check, employment verification, and credit check

- Adhere to dress code, appearance is neat and clean
- Report to work on time and as scheduled
- Maintain regulatory requirements, including all state, federal and local regulations
- Represent the organization in a positive and professional manner at all times
- Comply with all organizational policies and standards regarding ethical business practices in accordance with The Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16 ("GCA)
- Participate in performance improvement and continuous quality improvement activities

Attend regular staff meetings and in-service

PHYSICAL REQUIREMENTS:

- Work under stressful conditions and under extreme pressures
- Work in varying degrees of temperature (heated or air conditioned)
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing
- Manual and finger dexterity
- Hand and eye coordination
- Corrected vision and hearing to within normal range
- Overnight travel may be required for training and meetings.

KNOWLEDGE. SKILLS AND ABILITIES:

- Ability to maintain confidentiality of all personnel, financial, and other information.
- Strong organizational and interpersonal skills
- Ability to use good judgment in determining work assignments
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving customers, staff, or others in a professional manner
- Ability to use various software programs including but not limited to using Microsoft Office programs.