

CARBON COUNTY

ADMINISTRATIVE ASSISTANT (SHERIFF)

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB:

To perform detailed and complex executive secretarial and administrative duties as needed within the office, and to assist in the maintenance of an efficiently run office.

ESSENTIAL FUNCTIONS OF JOB:

1. Assists in maintaining office on a daily basis.
2. Transcribes from notes, tapes or rough copy on a typewriter or word processor.
3. Types letters, memos, reports, forms, lists, newsletters and a variety of other correspondence required by department.
4. Prepares forms for processing and/or mailing.
5. Maintains department files according to prescribed standards.
6. Makes computations and prepares preliminary math statements for various reports, forms, etc.
7. Greets visitors and provides them with general information relating to the department.
8. Answers phone calls and responds to routine inquiries or directs callers to appropriate individuals.
9. Opens, sorts and distributes incoming mail and prepares outgoing mail, including bulk mailings.
10. Operates computer, fax, copier and other office equipment as necessary to perform essential functions.
11. Schedules conferences, arranges meetings, makes reservations and completes other details as required.
12. Prepares and updates various reports as required.
13. Composes routine correspondence for supervisor's signature.
14. Interacts with other internal department and external agencies, staff and general public as needed to carry out essential job duties.
15. Prepares various informational packets for public relations and other department needs.
16. Answers inquiries regarding program, policies and procedures.
17. Orders office supplies. Processes purchase orders, payments or receipts as required.
18. Assists in civil and criminal process.
19. Prepare and manage payroll
20. Monitor/manage daily budget/purchasing.
21. Assists in/prepares annual budget.

OTHER DUTIES OF JOB:

1. Attends meetings, trainings, and in-services as required.
2. Assists other clerical staff as needed.
3. Orders office supplies or maintains office equipment as needed.
4. Performs other job-related duties as required.
5. Issues License to Carry permits; License to Sell Firearms; License to Sell Precious Metals; and County IDs.

Position Description

SUPERVISION RECEIVED:

Receives occasional instruction and some supervision from Supervisor in regard to daily work duties.

SUPERVISION GIVEN:

None

WORKING CONDITIONS:

1. Works indoors in limited work space with adequate lighting, temperatures, and ventilation.
2. Works with average indoor exposure to noise and stress, but subject to frequent disruptions.
3. Normal indoor exposure to dust/dirt.

PHYSICAL AND MENTAL CONDITIONS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing and walking and occasional twisting, bending, stooping, reaching as necessary to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands for typing and computer, to simple dexterity of feet/legs; torso as necessary to carry out job duties.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must be able to cope with the physical and mental stress of the position.
6. Must be able to move frequently throughout the work day, as needed to carry out essential functions of job.
7. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS:**A. EDUCATION/TRAINING:**

High school diploma or equivalent, plus 2 years business school, computer training required.

B. WORK EXPERIENCE:

3 years working experience in a secretarial/clerical environment, including experience with a variety of secretarial and administrative duties. OR, any equivalent combination of experience and/or training.

Position Description

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
 2. Must possess good communication and interpersonal skills.
 3. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
 4. Must possess ability to maintain confidentiality in regard to client information and records.
 5. Must possess the technical knowledge of operating personal computers and other office equipment.
 6. Must possess knowledge of modern office practices and procedures and the ability to perform same in an efficient manner.
 7. Must possess ability to take/transcribe shorthand accurately and within reasonable speed.
 8. Must possess mental alertness, clerical and math aptitude and a general knowledge of business, English and grammar and the ability to perform these skills with accuracy and within reasonable speed.
 9. Must possess the ability to work independently on complex clerical tasks.
 10. Must possess ability to compose replies to routine correspondence.
 11. Must possess basic math skills and ability to accurately prepare required reports and mathematical record keeping.
 12. Must possess ability to meet and interact effectively with co-workers and general public, and to respond accurately to routine questions/inquiries regarding department operations and procedures.
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I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF ADMINISTRATIVE ASSISTANT (SHERIFF) AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.