



Mineral County

Commissioners' Administrative Assistant

The County is an equal employment opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Administrative Assistant	FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt
Department:	Environmental Health and Planning	Reports to:	Department Head	

Job Summary: The Administrative Assistant performs a variety of technical and administrative tasks in support of department goals and functions such as preparing correspondence, performing internal and external customer service, reports. Duties also include performing clerical functions such as taking meeting minutes, managing filing systems, assisting professional staff with special projects and responding to information requests.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Perform routine clerical and administrative work answering phones, referring messages, receiving the public, providing customer service, entering data and word processing in accordance with standard operational procedures in support of Commissioners' functions and objectives.
- Receive and distribute incoming mail and process outgoing mail according to established procedures to ensure proper parties obtain mail in a timely manner. Copy, package, and distribute a variety of materials as requested.
- Perform customer service duties, including screening correspondence, telephone calls, and visitors for a principal administrative employee in a small County department or major division of a large County department; independently

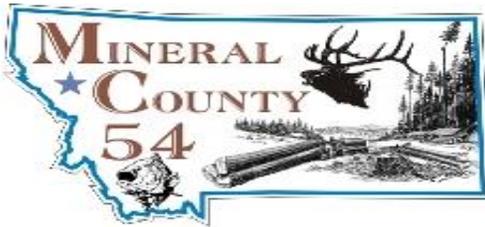


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schedule conferences, conference calls, meetings or appointments; refer matters not needing the personal attention of that person to the appropriate staff personnel; track progress to insure timely reply by supervisor or staff as needed.

- Answer a variety of routine and semi-technical questions related to the organization, functions, procedures, regulations, and programs of the agency after determining that information may be given; answer inquiries for complaints which do not need policy interpretation or expertise. Handle requests for information appropriately and use judgment in handling sensitive information by adhering to department rules of confidentiality.
- Set up and maintain a variety of files and records including confidential or personal files, and ensures that only authorized personnel have access to contents of files in accordance with operation procedures. Set up and maintain subject matter; chronological, alphabetical, and numeric file systems according to managerial requests, functional use or administrative guidelines. Act as custodian of department documents and records.
- Perform a variety of secretarial duties associated with the administration of a county department including responding to various inquiries and complaints from the public and program constituents by determining and asking appropriate questions to identify information needs, explaining applicable policy or procedure, locating pertinent information in files, or directing caller to appropriate sources based on legal requirements (e.g., in case of formal complaint, etc.).
- Maintain calendars and set up appointments for commissioners; confirm or reschedule appointments based on mutual agreement and knowledge of their work schedules, notify appropriate persons and interested parties of rescheduled appointments, anticipate the need of reference materials to be used by them and/or participants and assemble materials for their use, brief employees of the nature of appointments prior to their scheduled meetings.
- May perform routine administrative work in keeping official records and providing support to the Board of County commissioners and assist in the administration of standard operating procedures.
- May act as a administrative secretary to one or more commissions or boards, schedule and arrange for rooms and equipment from general direction or procedural guidelines, prepare and distribute agendas, attend and take minutes of



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meetings, accept and record evidences, summarize and type minutes of meetings from electronic recording devices or handwritten notes, distribute minutes to appropriate persons, type public announcement for public release.

Non-Essential Functions:

- Perform a variety of miscellaneous duties such as running errands, picking up supplies needed for activities, making arrangements for use of County facilities, setting up tables and chairs, etc.
- Perform other duties as assigned including but not limited to managing special projects, coordinating public meetings, attending meetings and conferences, providing backup for other staff, participating in training and continuing education, etc.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- The employee is constantly required to use hands to handle or feel objects and to keyboard.
- Frequently required to sit, talk, write, listen and read.
- The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

Supervision Exercised: *List jobs reporting to the subject position and level of supervisory authority.* The primary function of this job is not in a supervisory capacity

Knowledge, Skills, and Abilities:

The job requires knowledge of Computers; electronic data processing; modern office practices and procedures; administrative techniques and principles of organization.

The job requires skill in operations of computers and office machines.

The job requires the ability to effectively meet and deal with the public; communicate effectively verbally and in writing; maintain complex filing systems; handle stressful



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situations; work extra hours as required; compose correspondence from general instruction; establish and maintain effective working relationships with management, employees, and the public; understand program objectives in relation to departmental goals and procedures.

The position must learn to interpret and apply well-defined administrative rules, regulations, and policies to determine how to take care of problems and issues on the spot.

Education and Experience:

The job requires education and experience equivalent to graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, and two (2) years of increasingly responsible related experience.