

ADMINISTRATIVE OFFICE ASSISTANT – PART-TIME

GENERAL DEFINITION

Performs routine clerical work requiring a qualified typist; does related work as required.

ORGANIZATIONAL RELATIONSHIP

Work is performed under immediate supervision of the Public Safety Administrative Secretary.

TYPICAL TASKS

- Answers telephone, meets the public and provides routine information;
- Schedules appointments, types letters, reports, bulletins, charts, questionnaires, licenses, permits, requisitions, contracts and other materials from rough draft or clean copy;
- Compiles information from various sources and types on a variety of forms;
- Checks and reviews a variety of data for completeness and conformance with established regulations and procedures;
- Maintains files and keeps records;
- Performs data entry;
- Operates standard office machines;
- Performs other duties as may be assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of standard office practices, procedures, equipment and clerical techniques; considerable knowledge of business English, spelling and arithmetic; ability to type accurately and at a reasonable rate of speed; ability to make simple arithmetic calculations and file alphabetically; ability to establish and maintain effective working relationships with other employees and the general public; ability to understand and follow oral and written instructions; working knowledge of Microsoft Excel; ability to utilize and reconcile databases; ability to utilize Microsoft office and email.

TRAINING, EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, including or supplemented by a course in typing.

SPECIAL REQUIREMENTS AND RELATED OBLIGATIONS

None

PHYSICAL DEMANDS

Must be able to occasionally lift 20 pounds, sit for long periods of time at a desk, and operate a computer and general office equipment.

WORK ENVIRONMENT

Work is generally performed in an office environment.

This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given. (Last Updated 05-30-06)(08-08-08-no major changes)

FLSA Status:

_____ Exempt
 X Non-Exempt

Pay Grade 1

Recommended by: _____ Date _____
Department Head

Reviewed by: _____ Date _____
Personnel

Approved by: _____ Date _____
County Administrator