JEFFERSON COUNTY

JOB DESCRIPTION

JOB CLASSIFICATION: Solid Waste Administrative Assistant

JOB CATEGORY: Administration/Management

DEPARTMENT: Solid Waste

PAY GRADE: 122

PAY RANGE: $34,510.65 - $55,217.05

JOB DESCRIPTION: Working under the supervision of the Department Director, the full-time Administrative Assistant oversees and manages all office procedures and other tasks as assigned by the Department Director.

DUTIES AND RESPONSIBILITIES:

1. Oversee all aspects of general office coordination.
2. Maintain office calendar to coordinate workflow and meetings.
3. Interact with clients, vendors, and visitors in a professional manner.
4. Answer telephones and transfer to appropriate staff member.
5. Open, sort and distribute incoming correspondence, including faxes and email.
6. Prepare responses to correspondence containing routine inquiries.
7. Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing, and filing.
8. File and retrieve organizational documents, records, and reports.
9. Coordinate and maintain records for staff, telephones, company department purchasing card and office keys.
10. Coordinate and direct office services, such as records, budget preparation, personnel, and housekeeping.
11. Create and modify documents such as invoices, reports, memos, letters, and financial statements, deposits, billing, excel spreadsheets, using word processing, spreadsheet, database and/or presentation software such as Microsoft Office, Google Drive, QuickBooks, or other programs.
12. Prepare agendas and decide for committee meetings.
13. Collect and maintain inventory of office equipment and supplies.
14. Arrange for the repair and maintenance of office equipment.
15. Support staff in assigned project-based work.
16. May supervise volunteers and other support staff.
17. Assist with overall maintenance of the organization and its offices.
18. Other duties as assigned by Executive Director.

KNOWLEDGE SKILLS AND ABILITIES:

1. Computer literate.
2. Good writing, analytical and problem-solving skills.
3. Knowledge of principles and practices of organization, planning, records management, and general administration.
4. Ability to communicate effectively.
5. Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers, and facsimile machines.
6. Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS:

1. At least three (3) years of experience in general office responsibilities and procedures.
2. Must be computer literate.
3. Knowledge of principles and practices of basic office management and organization.
4. Knowledge of the basic principles and practices of bookkeeping.
5. Ability to work well either alone or as part of the team.