

# Delaware County

## POSITION DESCRIPTION

Title: Administrative Assistant	Department: County Barn
Reports to: Road Foreman/County Commissioner	FLSA Status: Non-exempt
Approval Date: April 3, 2024	Revision Date: N/A

### **Position Profile**

Performs receptionist and secretarial duties for the Delaware County Commissioner. Provides high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Performs related duties or special projects as required or requested in coordination with the Delaware County Commissioners, public or other offices.

### **Duties and Responsibilities**

- Must maintain a professional appearance.
- Greets, receives, and directs visitors and clients.
- Must be friendly and treat others with courtesy and respect.
- Receives, transfers, and screens telephone calls and/or electronic communications.
- Provides responses written and/or verbal to routine inquiries and/or refers them to proper elected officials.
- Uses typing, keyboard, and computer to perform clerical work.
- Provides information regarding agenda items to Commissioner with time in advance of the meeting for the Commissioner to review.
- Provides information pertinent to Commissioner district in a timely manner.
- Serves the Commissioner and general public with consistent courtesy and without political bias or favoritism.
- Submits time and attendance for payroll processing.
- Posts various agendas and notices to inform public of meetings and office holiday/closings.
- Maintains office and provides communications with general public and elected officials.
- Proofreads typed materials for accuracy and correct punctuation, spelling, grammar and legal citation.
- Maintains office equipment and order supplies.
- Sorts mail and assures proper delivery to Commissioner and Road Foreman.
- Prepares various resolutions and monthly apportionments of Highway Cash for each District.
- Notifies Commissioner and/or Road Foreman of problems occurring in facility and contacts electricians, plumbers, carpenter, etc., as needed, upon advisement of Commissioner.
- May be required to serve as requisitioning officer for District.
- May be required to coordinate various insurance claims with Association of County Commissioners of Oklahoma (ACCO).
- May be required to assist with budget preparation for various accounts.
- May be required to prepare materials for audit.
- Ensures all required filing is intact for at least five (5) years.
- Maintains workflow by studying methods; in coordination with the Commissioner and County Clerk implements cost reductions; and develops reporting procedures.
- In coordination with the County Commissioner/County Clerk may lead or assist in the creation and revision of systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintains current inventory and maintenance records for all district equipment
- General clerical duties including photocopying, fax and mailing.
- Maintain electronic and hard copy filing system.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Open, sort and distribute incoming correspondence.
- Manage and maintain Commissioner' schedule
- Prepare invoices, reports, memos, letters, financial statements and other documents, using Microsoft office products or other electronic products available, spreadsheet, database, or presentation software.
- Prepares reports by collecting and analyzing information.
- Contributes to team effort by accomplishing related results as needed.
- Required to work independently or as a team and exercise good judgment and follow written instructions.
- Maintains current accrual balances for employees.
- Other duties as may be assigned.

### **Qualifications**

Must be a minimum of 18 years of age. Preferred Skills: Ability to multi task, people skills, communication skills, reporting skills, administrative writing skills, Microsoft Office, managing processes, organization, analyzing information, professionalism, problem solving, supply management, inventory control, and verbal communication. Must be able to pass a drug test and background check.

### **Education and/or Experience**

High School Diploma/GED and/or some college preferred. Prefer some experience working in a government setting. Proficient in MSWord, Excel and PowerPoint also required.

### **Knowledge, Skills, and Abilities**

Ability to:

- Smoothly and rapidly shift between dissimilar tasks.
- Communicate well both verbally and in writing, and exhibit a willingness and ability to learn computer operations on a variety of different systems.
- React quickly and calmly to emergency situations;
- Read, write, speak and understand the English language.
- Protect the County's value by keeping information confidential.
- Establish and maintain positive relationships with other upper management, supervisory staff, employees, and the general public.
- Work well alone or within a team.
- Utilize MS Office products at basic (create new documents, open/edit existing documents) to intermediate (import/export data, create templates) skill level.
- Exercise sound judgment and solicit assistance for decisions in a manner consistent with the essential job duties and responsibilities.
- Respond to inquiries or complaints from employees, guests, regulatory agencies, and others.
- Travel locally, regionally, or out-of-state as needed.
- Update job knowledge by participating in educational opportunities; professional organizations; attending expos/conventions; and developing or maintaining professional networks.
- Ability to produce professionally designed documents.
- Ability to set and up and maintain filing systems.
- Ability to operate standard office equipment, including but not limited to photocopier, computer, adding machine, multi-line telephone system, printer, and fax.
- Ability to accurately type or keyboard proficiently.
- Must be dependable.

- Ability to multi task in an environment with multiple interruptions.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a safety sensitive position.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl. The employee is frequently required to sit for long periods of time. The employee is occasionally required to lift and/or move up to twenty five (25) pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Regularly uses personal computer systems and/or other devices to effectively perform job functions. The noise level in the work environment is moderate to high. The employee is regularly exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands. The employee may be exposed to the risks associated in attempting to resolve issues with extremely irate or difficult people.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.

---

Read and Sign:

I have read the above job description and received a copy of said description. I understand and am fully aware of the requirements of the position. I hereby acknowledge and agree that I am capable of fulfilling all job duties and requirements, including the physical requirements, and that I am fully able to comply with the job description.

---

Employee's Name (Printed)

Date

---

Employee's Name (Signature)

Date