

**Jefferson County, West Virginia  
Job Description**

<b>Position Title:</b>	Administrative Assistant	<b>Grade Level:</b>	IV
<b>Department:</b>	County Commission Administration Office	<b>Date:</b>	06/17/2021
<b>Reports to:</b>	Deputy County Administrator	<b>FLSA Status:</b>	NE

**Statement of Duties:** The employee performs administrative, clerical services in support of the operation of the County Commission Administration department. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of the County Administrator, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employees' work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

**Supervisory Responsibility:** Employee, as a regular and continuing part of job, does not regularly supervise other County employees.

**Confidentiality:** Employee has access to some confidential information obtained during performance of regular position responsibilities such as client or department records.

**Accountability:** Consequences of errors, missed deadlines or poor judgement may include adverse public relations, monetary loss, legal repercussions, and jeopardize programs.

**Judgement:** Numerous standardized practices, procedures, or general instructions govern the work in some cases, may require additional interruption. Judgement is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consist of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

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**Nature and Purpose of Public Contact:** Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uniformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

**Occupational Risk:** Duties of job present little potential injury. Risk exposure is similar to that found in typical office settings.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of various type of work that may be performed. The omission of specific statements of duties does not exclude them the position if the work is similar, related, or a logical assignment to the position.*

1. Provide administrative support to the County Administrator, Deputy County Administrator, Finance Director and Executive Administrative Assistant.
2. Serves the public through answering telephone calls, greeting visitors to the County Commission office and responding to inquiries from County offices and members of the public.
3. Takes and records minutes of meetings, prepares minutes, reports and agendas for meetings of the County Commission, other special meetings and attends night meetings.
4. Performs secretarial and administrative duties including, but not limited to, preparing correspondence, data entry, preparing purchase orders, faxing, photocopying, picking up and delivering mail, filing, and ordering supplies, equipment and help maintain website.
5. Assists in the yearly budget process, organizes related documents and correspondence for the department.
6. Responsible for Identification Badge system for county employees, contractors and outside agencies.
7. Maintains accurate and up-to-date human resource files, records, and documentation.
8. Answers frequently asked questions from applicants and employees relative standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
9. Maintains the integrity and confidentiality of human resource files and records.

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10. Serves as first point of contact for HR issues and forwards them to county administrator, ensuring compliance with all relevant deadlines.
11. Assists with the processing response to FOIA requests and ensures that all requests are updated in the Secretary of State's FOIA database.
12. Manage agendas, travel arrangements/appointments for County Administrator, Deputy Administrator, and Finance Director.
13. Other duties as assigned.

**Recommended Minimum Qualifications:**

**Education and Experience:** High School degree (Associate's degree preferred), with three to five (3-5) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Driver's license and Notary Public may be required.

**Knowledge, Abilities and Skill:**

**Knowledge:** Common policies, practices and procedures of department and office operations; laws and regulations pertinent to position functions. Working knowledge of the Internet in support of department operations.

**Abilities:** Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

**Skills:** Proficient personal computer skills including Outlook and Microsoft Suite, mathematical skills, recordkeeping/clerical skills, written/oral communication skills and customer service skills.

**Physical and Mental Requirements**

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 position's essential functions.

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

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**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

**Visual Demands:** Visual demands include constantly reading documents for general understanding and for analytical purposes, routinely reviewing non-written materials such as instrumentation for analytical purposes.