

**Jefferson County
Job Description**

Position Title:	Office Assistant	Grade Level:	II
Department	Fleet & Facilities Management	Date:	April 16, 2009
Reports to:	Director	FLSA Status	NE

Statement of Duties: The employee provides clerical and secretarial support services to the Department of Fleet & Facilities Management. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the Fleet & Facilities Management Director, 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 employee's 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 the job, does not supervise other employees.

Confidentiality: Employee has access to department records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, or missed deadlines.

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

Complexity: The work consists 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.

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

Fleet & Facilities
Office Assistant
4/16/09

Jefferson County Job Description

organizations such as vendors, and/or contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Working conditions involve occasional exposure to unpleasant elements such as odors, chemical fumes, heat, or cold. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time.

Essential Functions:

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

1. Works alone or as a member of the Fleet & Facilities Management team to ensure smooth operations and satisfaction of departments served by Fleet & Facilities.
2. Ensures that safety is maintained at all times on the interior/exterior of buildings.
3. Answers telephones for the and assists callers with inquiries or requests for service.
4. Performs clerical duties including, but not limited to, data entry, faxing, copying, filing, maintaining inventory for supplies and placing orders, dealing with vendors, and scheduling meetings and appointments.
5. Receives and requests orders for services from department employees and other County employees and processes work orders.
6. Maintains department database system, including but not limited to the processing and status of work orders and the inventory of supplies and equipment.
7. Responds to emergencies at any time.
8. Processes department purchase orders and invoices ensures on-time submissions.
9. Promotes positive relationships with other departments and the public.

Recommended Minimum Qualifications:

Education and Experience: High School degree or equivalent with one to three (1-3) 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.

Jefferson County Job Description

Special Requirements: A driver's license is required for this position. Must pass a background check.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the computer programs 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, proofreading and editing skills, organizational skills, mathematical skills, recordkeeping and clerical skills, written and oral communication 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.

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 require the employee to constantly read documents for general understanding, proofreading and editing.