

Administrative Assistant

Full Time: 40hr week

Grade:

Reports to: County Clerk

Department: BOCC

Classification: Hourly / Non-Exempt

Job Summary:

The job consists of varied administrative support functions such as answering telephone calls and greeting visitors, maintaining an efficient filing system, completing paperwork and electronic forms in a timely manner, building and distributing reports as needed, typing documents and writing letters, typing and distributing contracts and bid packages, assist employees with new hire paperwork, insurance and retirement enrollment, file property, liability and workers compensation claims and follow up as needed, interface with the public, and assist with various other assignments.

Essential Functions:

Greet visitors, provide information while using excellent customer service and public relations skills.

Answer telephone calls and respond to emails and messages promptly.

Process and pick up mail as needed.

Prepare and send departmental and other correspondence as directed.

Maintain an organized filing system and electronic documents.

File property, liability, and workers compensation claims and follow up as needed.

Schedule drug screens and physicals and provide new employees with an explanation of benefits and instruction on enrollment and fulfillment procedures with retirement, medical, life, dental, vision and other insurance.

Generate queries and reports from CSI/Harris software system and convert when needed into spreadsheets.

Assist administrative staff with duties as directed.

Additional Responsibilities:

Perform all other duties as assigned.

Knowledge, Skills, and Abilities Required for Job Performance:

Proficient in Microsoft Office and job-related electronics with the ability to learn job-related software.

Self-motivated with strong organizational skills with the ability to multi-task.

Strong written and oral communication skills.

Skill in report preparation and records maintenance.

Maintain confidentiality of material.

Must be able to speak and write in the English language.

Additional training and education may be required.

Possession of High School diploma or GED equivalent.

Possession of valid driver's license.

Working Conditions / Physical Demands:

This work is usually done in an office setting and is typically performed while sitting at a desk and intermittingly standing, stooping, bending, kneeling, crouching, or walking.

Much of this work is done without direct supervision and requires a strong work ethic with an emphasis on organizational, time management, and multi-tasking skills.

This work may require lifting objects up to 30 lbs. without accommodation.