

Administrative Assistant Aide / Part-time / Temporary

Reports to: Admin Assistant/Director Department: Public Works

Classification: Hourly/Non-Exempt Date Approved:

Job Summary

Performs a variety of administrative support functions such as answering telephone calls, filing, completing paperwork and electronic forms, interfacing with the public, and assisting with various other assignments. Work is performed under the supervision of the Administrative Secretary or Department Director.

Essential Functions

Operates as an aide to the Director and Administrative Assistant of Public Works.

Works with officials and the public in routine situations.

Handles incoming calls and office visitors, provides information as needed, using excellent customer service skills.

Advises Administrative Secretary and Department Directors when information is received that may be hazardous to the traveling public.

Prepares departmental correspondence as directed.

Provides clerical support to Public Works staff, as necessary.

Organizes and maintains records or reports to maintain compliance with department, local, state, and federal guidelines.

Performs position related duties as required with regular and reliable attendance.

Encourages and promotes a culture of excellent customer service.

Helps to organize department events.

Additional Responsibilities

Performs all other duties as assigned.

Knowledge, Skills, and Abilities Required for Job Performance

Basic knowledge of computers and electronic devices.

Ability to professionally communicate with the general public and County staff.

Maintain confidentiality of material.

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

Education and Experience

Possess High School diploma or equivalent.

Some experience in basic office equipment and communication skills.

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 organization, time management, and multi-tasking skills.

This work may require lifting objects up to 15 lbs. without accommodation.