

JOB TITLE: Administrative Assistant

DEPARTMENT: White County Administration & Finance Department

JOB SUMMARY: This position is responsible for assisting the Administration Department and Finance Department with various administrative support functions.

MAJOR DUTIES:

- Maintain capital asset system and database.
- Maintain surplus inventory, surplus sales and all related correspondence and records.
- Maintain e-verify & insurance certificate records on county vendors.
- Deliver deposits to area banks.
- Maintain assigned finance contract files.
- Assist various departments with entering purchase orders.
- Attends front desk when necessary including but not limited to answering and directing incoming calls, welcoming and directing visitors to appropriate staff, routing incoming and outgoing mail and documents.
- Operates a variety of standard office equipment.
- Assist the Finance Department with accounts payable functions, such as sending invoices to departments for approval; processing invoices for payment; prepares weekly reports.
- Serve as a secondary issuer of occupational tax certificates, hotel / motel tax registrations, and alcohol license.
- Perform other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of modern office procedures.
- Skill in operating a calculator, computer, keyboard, copier and facsimile machine.
- Skill in performing basic mathematical calculations.
- Skill in written and oral communication.

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KNOWLEDGE REQUIRED BY THE POSITION:

- Skill in operating a computer, business application software, and relevant peripherals
- Skill in maintaining records and files.

SUPERVISORY CONTROLS: The Finance Director & County Clerk assigns work in terms of general instructions. The supervisor will spot-check completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied duties in the area of record administration. The necessity variety of tasks and a need for accuracy contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to assist in preparing and maintaining accurate records for the county. Successful performance helps ensure accurate records.

PHYSICAL DEMANDS: The work is typically performing white sitting or standing. The employee must occasionally lift light and heavy objects.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency in computer programs such as Microsoft Word and Excel.
- Knowledge and level of competency in research utilizing the Internet.