

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: ADMINISTRATIVE ASSISTANT
DEPARTMENT: VARIOUS
REPORTS TO: VARIOUS
CIVIL SERVICE: YES

CLASS CODE:0063/0064 CONF

FLSA STATUS: N

DATE: 10/99 REV. 2/07

BARGAINING UNIT: SEIU or CONFIDENTIAL

JOB SUMMARY:

Under general direction performs a variety of highly complex administrative functions in support of a department director, division director of a large department, or an executive level position. Duties may include: developing various, complex reports by researching and gathering information/statistics; attending meetings and taking minutes; maintaining personnel files and other confidential information and processing related paperwork; tracking budget expenditures and assisting in the preparation of the budget; and preparing payroll.

DISTINGUISHING CHARACTERISTICS:

Administrative Assistant is distinguished from Staff Assistant series by the responsibility of the Administrative Assistant to provide complex administrative support for a division or department director, or executive level position, whereas the latter provides general support for a unit, division or department. Administrative Assistant is distinguished from Office Services Supervisor by the responsibility of the Office Services Supervisor to serve as a first line supervisor and its oversight of business, fiscal and support operations of a department including budget development and monitoring as well as responsibility for developing and implementing policies and procedures related to the administrative support functions of the assigned department.

SUPERVISION EXERCISED:

Administrative Assistant may exercise technical lead over clerical staff, but does not provide direct supervision.

EXAMPLES OF DUTIES: *(Not all incumbents perform all the examples listed, nor do the examples cover all the duties that may be performed.)*

- Oversees the daily office procedures and workflow of the division/department; performs clerical and fiscal operations unique to division/department; relieves officials of routine administrative details such as checking operating reports for accuracy and conformance to policies and standards; assists in resolving administrative issues; answers various inquiries, arranges appointments; processes routine and non-routine matters independently; prepares complex, routine and non-routine reports (including annual reports) as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; relays and interprets administrative decisions, policies, procedures and instructions. May deal with sensitive and confidential matters at the direction of senior level staff and/or the department director.
- Formats and types letters, memos, charts, labels, forms, reports, contracts, legal documents, or other materials containing complex terminology on a word processor or typewriter and proofs correspondence and related documents of staff; composes correspondence (often of a confidential nature) and maintains files associate with the same in accordance with standard policies.
- Oversees division/department financial operations; receives, reviews and processes all financial records and transactions ensuring accuracy and adherence to policy. Prepares and processes claims, purchase orders and/or vouchers by entering pertinent information into the computer and distributing and/or filing supporting documents. Takes in, accounts for and issues receipts for money and makes daily or weekly bank deposits. Maintains fixed asset inventory and approves related transactions.
- Assists in the development of division/department budget by researching and justifying requests, advising on choices, making recommendations, typing, calculating, and coordinating completion; maintains budget records throughout the year; balances and reconciles budget and prepares financial reports; attends budget meeting/hearings.
- Processes and maintains all confidential personnel records and payroll information for the division/department which includes generating personnel transactions, setting up interviews, maintaining filing system, etc.
- Answers telephones utilizing a multi-line system, takes messages, screens calls, provides information to callers, receives citizen complaints, and directs calls and messages to appropriate person; interviews, screens, greets visitors and directs them to the appropriate area or individual; may answer various inquiries personally; disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax. Photocopies reports, charts, memos, and other documents for requesting parties. Opens, stamps, sorts, and distributes incoming mail.
- Assists with the development, communication, and monitoring of policies, procedures, and standards for the division or

- department; recommends improvements when necessary. Interprets various codes and mandates.
- Researches information needed for grant development and manages related filing system and billing.
 - Interacts with a variety of high-level individuals, both internally and within the community to provide information, disseminate departmental information.
 - Confers with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements; reports administrative and/or operational problems to supervisor.
 - Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
 - Creates Requests for Quotations and Requests for Proposals, schedules bid openings and records bid results.
 - Prepares various contracts, assuring that documents are forwarded to staff for approval and execution. Maintains contracts which includes monitoring flow of documents, consulting with and advising staff of essential elements of contracts, conferring with financial staff, and managing related filing systems.
 - Coordinates and schedules appointments, meetings, or reservations at the request of staff; prepares the location, photocopies materials and prepares agendas; takes, transcribes and/or distributes statements, minutes and notes from a variety of sources.
 - Takes policy, service and information requests relating to governmental activities and refers to proper divisions for processing and providing information; updates and maintains service and information requests.
 - Performs specialized research and statistical work manually or on computer on assigned subjects for staff and management.
 - May serve as backup for other positions within the department.
 - May train other staff.
 - Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Paging System

Typewriter
Two-way Radio

General Office Equipment
Recording Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED equivalent and four years of progressively responsible experience performing administrative and office duties such as tracking budgets, developing complex reports, typing, filing, and transcribing information. Supplemental course work in accounting, office management or related field is preferred; or an equivalent combination of training and education.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Internal departmental policies and procedures.
- Applicable, federal, state and local ordinances, codes, laws, mandates, etc.
- Office administrative and secretarial practices and procedures, such as business letter writing and the operation of standard office equipment, including a word processor and personal or on-line computer.
- External governmental bodies and agencies related to area of assignment.
- Standard business arithmetic, including percentages and decimals.
- Basic budgetary principles and practices.
- Record keeping, report preparation, filing methods and records management techniques.
- General office procedures, policies and practices, as well as knowledge of computer application, hardware, and other

general office equipment related to the performance of the essential functions of the job.

Skill in:

- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.
- Typing from rough draft or printed text, or entering other data using a keyboard at a speed sufficient to perform the duties of the job.
- Transcribing information from dictating equipment.
- Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Operating and performing routine maintenance of general office machines and other standard office equipment.

Mental and Physical Ability to:

- Read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Rapidly and accurately take and transcribe oral or tape dictation using speedwriting, shorthand, or dictating equipment (at the discretion of the supervisor).
- Establish and maintain effective working relationships with others.
- Draft and type correspondence.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.
- Lift and carry, push and/or pull, or move items weighing up to 20 pounds.

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.