



Job Title:	<b>Administrative Assistant</b>	Requisition Number:	<b>2K18-7-55</b>
Department:	<b>Public Works</b>	Status:	<b>Classified</b>
Revised Date:	<b>7/12/2018</b>	Job Code:	<b>910</b>
Union Code:	<b>Non-represented</b>	Handles Confidential Info:	<b>Yes</b>
First Day to Apply:	<b>7/24/2018</b>	FLSA:	<b>NE</b>
Last Day to Apply:	<b>8/14/2018</b>	Work Schedule:	<b>M-F Varied Hours</b>
		Entry Wage:	<b>DOE \$12.91-\$14.52</b>

**GENERAL PURPOSE:** Under general supervision, provides a variety of journey level secretarial and administrative office support work for assigned department or major program area; types a variety of correspondence, memoranda, and documents; maintains schedules and calendars; maintains files and records in accordance with departmental and County guidelines; provides information and assistance to department staff, outside consultants/contractors, outside agencies, and the general public regarding assigned area programs, policies, and procedures; routes and distributes mail; monitors and updates inventory, budget, payroll, and account records for department or program; creates requisitions for purchases, monitors expenditures and performs routine analysis on accounts; orders equipment and supplies; assists with the coordination of personnel processes for the department/program; arranges for travel and training for staff; and performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- High School Diploma/GED Certificate and three years of experience providing the full range of administrative/office support functions for a department or large/major program or function that includes providing secretarial support duties, data entry, researching and compiling data, monitoring inventory, supplies, and budgets, coordinating schedules, special projects, and file and records maintenance.

**Required Licenses or Certifications:**

- Valid New Mexico Drivers License; some positions may require specific certifications and licenses within a specified time period after hire.

**SUPERVISION RECEIVED AND EXERCISED:**

Supervisor varies by position. This classification does not exercise supervision over lower level staff.

**ESSENTIAL JOB FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

In area of assignment:

- Coordinates the clerical and administrative support functions for the assigned department or major program area; coordinates, prioritizes, and monitors the support functions for a variety of projects and is accountable for the end results; serves as resource to the assigned department/program; solves problems using sound reasoning and judgment to develop practical solutions based on established guidelines, rules and regulations; interprets policies and procedures to put information together to address issues/problems; assists with implementation of new policies, procedures and practices; drafts and composes a variety of routine to more complex correspondence and reports; serves as record-keeper of meetings; and schedules meetings and appointments.
- Types and proofreads a wide variety of reports, letters, memoranda, correspondence, contracts, agreements, agenda items, statistical charts, and other documents and material; types from rough draft,

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verbal instruction, or transcribing machine; and independently composes documents related to assigned area of responsibility.

- Screens office calls, visitors, and mail; provides information and assistance including responding to requests for information and assistance; researches information related to department regulations and office policies; refers callers to proper authority; assists the public and other department staff in interpreting and applying policies and procedures; and may sort and distribute mail.
- Maintains calendar of activities, meetings, and various events for assigned staff; makes appointments and maintains appointment calendars; coordinates activities with other County departments, the public and outside agencies; schedules and reserves meeting rooms; coordinates and processes staff travel arrangements.
- Operates a variety of office equipment including copiers, facsimile machine, scanners, and computer; utilizes various computer applications and software packages; enters data; maintains and generates reports from a database or network systems; inputs, maintains, and utilizes data to develop reports using spreadsheet software; creates, formats, and revises charts, graphs, flowcharts, worksheets, booklets, brochures, and forms using word processing, desktop publishing, and other computer applications; monitors and updates inventory, budget, payroll, and account records for department or program; creates requisitions for purchases, monitors expenditures and performs routine analysis on accounts; orders equipment and supplies; assists with the coordination of personnel processes for the department/program; and organizes and maintains storage and filing.
- Assists with compilation of a variety of studies and annual/other reports; maintains website and a variety of information brochures and flyers; designs and prepares department/program invitations, awards, and certificates; coordinates and works with individuals from all levels within the organization; and assists the department or program with other related support functions.
- Provides support to the department management and others as assigned; serves on a variety of committees as assigned; attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate; ensures processes, policies and practices are interpreted and applied consistently and effectively; ensures accountability and compliance with all current and applicable state and federal laws, County policies and procedures, rules and regulations.

#### **Required Knowledge of:**

- Operational characteristics, services, and activities of assigned functions, programs, and departmental operations.
- Work organization and office management principles and practices.
- Computer hardware and automated accounting and other tracking systems.
- Processes, procedures, and practices of budget monitoring and administration.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Customer service and public relations methods and techniques.
- Pertinent federal, state, and local laws, codes, and regulations.
- Basics principles and practices used in establishing and maintaining files and information retrieval systems.
- Effective communication principles and practices including oral and written communication; and communication techniques and strategies to facilitate responding to inquiries and routing calls and customers to the appropriate staff member.
- Administrative practices for office management.
- Basic bookkeeping practices.
- Basic mathematical principles.
- Methods and techniques of proper phone etiquette.
- Basic principles of business letter and report writing.
- Principles and procedures of record keeping.
- English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.

#### **Required Skill in:**

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- Understanding the County operations and assigned department/program area sufficient to assume assigned responsibilities.
- Applying principles and practices specific to department and area of assignment.
- Demonstrating a positive customer service orientation with both internal and external clients.
- Performing responsible secretarial and office support duties involving the use of independent judgment and personal initiative within established guidelines, policies and procedures.
- Using computers and work related software, including operating automated accounting systems and general office equipment.
- Participating in the preparation, administration, and monitoring of assigned budgets.
- Researching, compiling, analyzing, and interpreting data.
- Preparing clear, concise reports, correspondence and memoranda.
- Implementing and maintaining filing systems.
- Typing and entering data and/or taking and transcribing dictation at a speed necessary for successful job performance.
- Planning and organizing work to meet changing priorities and deadlines.
- Applying appropriate oral and written communication techniques to various individuals.
- Working cooperatively with other departments, County officials, and outside agencies.
- Interpreting and applying applicable federal, state, and local policies, laws, and regulations as it pertains to assigned area.
- Utilizing personal computer software programs affecting assigned work and in compiling and preparing spreadsheets and reports.
- Establishing and maintaining effective working relationships with other department staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting policies and procedures sufficient to administer, discuss, resolve, and explain them to staff and other constituencies.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment; may be performed in a Temporary Remote Location.
- Essential and supplemental functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time, stooping, and lifting books or files of approximately 25 pounds or less.
- Work frequently involves extended periods of time viewing a computer monitor and operating a keyboard.
- Work regularly requires speaking, hearing and utilizing a phone, calculator, cell phone, copier or fax machine.
- Operates a County vehicle as necessary to attend meetings, training and perform related job duties.

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I \_\_\_\_\_ (Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**