

Administrative Services Assistant



Position Description

Status

Full Time, Nonexempt

Compensation

A12

Bargaining Unit

N/A

Reports to

Executive Assistant

Supervises

none

Position Category

Generalist

Summary

Performs a variety of clerical support roles including but not limited to document preparation, data entry, scheduling, reception coverage, customer service inquiries for Administrative Services and other duties as assigned.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Cover reception areas, assist walk-in customers and respond to or direct telephone inquiries.
2. Processes payroll and accounts payable claims for various Administrative Offices.
3. Assists in the preparation of agendas and organization of notes and minutes for various Boards, Committees and Administrative Meets. May include obtaining information from departments and/or outside agencies regarding agenda items. Assembles meeting packets for distribution to the Board.
4. Assist in tracking appointment/election terms for positions on Boards and Committees and making the proper notifications when positions will be expiring or vacancies occur.
5. Assists in the distribution and reconciliation of correspondence, grant documents, contracts and other communications on behalf of various Administrative Offices.
6. Other duties as assigned.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus

- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and employees.

Required Education and Experience

1. High School Diploma or equivalent (G.E.D)
2. One (1) year of clerical experience providing familiarity with data entry, Microsoft Office software and customer service.

Preferred Education and Experience

1. Advanced coursework or training in the use of office software, accounting systems, clerical services, and related areas.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____