

# Administrative Assistant



## Position Description

**Status**

Full-Time, Nonexempt

**Reports to**

Executive Director of Services

**Compensation**

A13

**Supervises**

None

**Bargaining Unit**

N/A

**Position Category**

Generalist

**Summary**

Provides administrative support to the Transportation Department and Executive Director of Services. Prepares correspondence and reports, processes payments received, invoices agencies that contract for transportation services, answers telephone calls, performs data entry, maintains vehicle registrations for all county vehicles, reports all transportation incidents/accidents to insurance company, oversees the selling of county vehicles, takes minutes at various meetings and prepares accounts payable for payment of operating expenses.

**Essential Functions**

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

1. Prepares accounts payable for payment of operating expenses. Maintains and tracks account receivable and prepares transmittals for Treasurer's office.
2. Prepares invoices for agencies that contract for transportation services. Makes decisions related to billing and Medicare eligibility.
3. Reports all transportation incidents/accidents to insurance company.
4. Maintains vehicle inventory, insurance and prepares vehicle registration for both transit and all other county vehicles.
5. Assists with the disposal of county vehicles that have met their useful life; or prepare transfer to other service area.
6. Provides operational support (service area back-up) to several service areas: County Administration, Parks and Tourism, Equalization and Health Department. Support includes front desk coverage, customer service, process work orders, take minutes at various meetings and proofreading documents.
7. Prepares, reviews and files letters and correspondence.
8. Coordinates setting up new transit employees/drivers with building and gas card access.

## **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 and up to one (1) year of specialized or technical training in Accounting or Business.
2. Three (3) years of clerical support.

## **Preferred Education and Experience**

1. Two (2) years of governmental clerical support.

**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 \_\_\_\_\_