

Administrative Assistant



Position Description

Status

Full-Time, Nonexempt

Reports to

Senior and Veterans Services Director

Compensation

A12

Supervises

None

Bargaining Unit

N/A

Position Category

Generalist

Summary

This position performs a variety of administrative support functions for the service area. Uses various computer programs, processes a variety of records for Senior and Veteran Services and enters relevant information accurately into the computer system. Assists the public with requests for information and in scheduling appointments. Develops and maintains records and filing systems. Researches statistics and data to assist in completion of grant and annual reporting.

Essential Functions

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

1. Provides administrative support. Prepares correspondence, memoranda, and reports as directed. Establishes and maintains files and correspondence.
2. Provides telephone support for information and responds to inquiries from the public related to Senior and Veteran Services.
3. Prepares and distributes Commission on Aging Board packets, and minutes and other documents as required.
4. Enters information into the financial system. Processes accounts payable and accounts receivable by preparing vouchers and requisitions, verifies amount of invoices and account numbers and submits invoices for approval by the director.
5. Maintains service area calendars and contact information, assists with special meetings or event planning, assists with the preparation of public relations materials, updates the website as needed and undertakes special projects as assigned.
6. Maintains inventory of office supplies and forms and reorders as necessary. Receives and inspects shipments of supplies and materials for completeness. Matches invoices to purchase orders checking for prices and quantities.
7. Responsible for scheduling appointments and receiving scheduled and walk-in visitors and responding to inquiries and complaints.

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 for training purposes.

Required Education and Experience

1. High School Diploma or equivalent.
2. One (1) year of administrative or clerical support.
3. Advanced training in Microsoft Office, including Word and Excel.

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 _____