



JOB DESCRIPTION

<i>Title</i>	Administrative Assistant II		
<i>Department</i>	Buildings & Grounds	<i>Job Class</i>	A 12 4
<i>Driving Required</i>	No	<i>Safety</i>	No
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads		<i>FLSA</i> Non-exempt
<i>Created</i>	Feb 2022	<i>Reviewed</i>	<i>Revised</i>

Purpose

Provides a high degree of specialized knowledge skills, and experience in clerical, administrative, and customer support to Building & Grounds. Responsibilities include advanced word processing, document preparation, data entry and retrieval, file maintenance, and reception/customer service duties for clients of the department.

Essential Functions

A person employed in this classification must possess the ability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Performs clerical and administrative duties within a department; may include scheduling, taking notes and minutes for meetings, coordination of workflow within and outside the department.
- With the department manager or supervisor, participates in planning the schedules of maintenance staff and contractors. Researches products and services the department needs to purchase and provides options to department manager.
- Uses the CMMS (Computerized Maintenance Management System) software to assist the department in managing work orders, ordering parts, managing users, and scheduling the maintenance staff and contractors.
- Assists with editing technical bids and grant proposal drafts, including preliminary budgets, tables, and charts; track grant expenditures and monitor contracts and invoices; coordinate procurement processes (e.g., legal advertisements, notices, bid posts).
- Performs department reception and customer service duties. Professionally greets visitors, responds to incoming phone calls, provides accurate and timely responses to inquiries and complaints, and sends/receives emails and maintains ongoing communication with the public.
- Receives, transfers, or refers calls to appropriate sources; provides basic program information and policy interpretations related to department services.
- Accurately enters and retrieves data from computer files, including complex or technical materials (e.g., legal forms, formal documents, complex records); interprets data for proper input to program formats. Processes, records, files, and distributes reports in a timely manner to appropriate parties.



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- Processes transactions, computes or verifies data, fees, or payments; accurately transmits, screens, or conveys information using proper formats, documents, and procedures.
- Performs advanced bookkeeping-related functions for department; may include funds tracking, invoicing, balancing daily receipts, processing purchase orders, and depositing funds.
- Creates a variety of documents such as letters, memos, reports, charts, forms, agendas, spreadsheets, tables, minutes, and legal documents. Verifies and corrects grammar, spelling, and formatting. Updates and maintains spreadsheets, databases, and reports and tracks/logs data for the department.
- Sorts, arranges, files, and maintains documents and records; reviews files for completeness and accuracy; updates and purges files according to department guidelines.
- Researches and compiles data from a variety of sources. Checks completed materials for accuracy and compliance.
- Prepares and publishes notices, including social media postings and webpage management, as directed and in accordance with established procedures and policy requirements. Checks completed forms and documents for accuracy and compliance prior to distributing the information through public or internal communication channels.
- Works independently to plan and arrange own work sequence; prioritizes projects and assignments, provides backup support to staff when needed, and reports operating problems to supervisor.
- In coordination with supervisor, maintains, amends, or develops department procedures, routines, and filing systems.

Mandatory Qualifications

- Education and Experience
 - Minimum high school diploma / GED
 - Minimum two (2) year of training and experience in a professional environment or any satisfactory combination of experience and training
- Skills
 - Advanced knowledge of clerical and administrative support profession
 - Accurately enters and retrieves data
 - Advanced record-keeping skills
 - Knowledge of advanced bookkeeping-related functions
 - Ability to read and write proficiently
 - Excellent customer service and problem-solving skills
 - Knowledge of office procedures and operation of various office equipment
 - Advanced data entry and computer operations skills
 - Working knowledge of PC and word processing software

Desired Qualifications

- Ability to read and write Spanish



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- Some college-level courses in business management, accounting principles, and techniques of project management or other related field
- Knowledge of specific PC word processing software utilized by the county and previous experience in an administrative position with a county department

Physical Demands

May require moving materials, books, files, etc. up to 50 pounds. Long durations of sitting or standing.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Professional office setting

Supervisory Responsibility

No supervisory responsibilities.