

Champaign County Job Description

Job Title: Administrative Assistant
Department: Administrative Services, County Board
Reports To: Department Head
FLSA Status: Non-exempt
Grade Range: F
Prepared Date: August, 2009

SUMMARY Performs responsible secretarial and administrative duties for the head of a County department or County Board.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs private secretarial duties including preparing and sending correspondence, reports, and memoranda from the Department Head. Receives and screens calls and correspondence directed to the Department Head. Assists and acts in a confidential capacity to the Department Head.

Attends meetings as departmental representative and takes notes and prepares minutes, action reports, and resolutions.

Manages Department Head's calendar and schedules meetings.

Prepares calendars, agendas, action reports, and minutes for County Board Committees and other committees or boards, including sitting in on and preparing minutes of confidential executive sessions of County business. Regularly communicates with County Departmental Heads and other government executives regarding the actions and policies of the County Board. Prepares resolutions for the County Board agenda following Committee meetings. Scans meeting materials and ensures all are accurately posted online both before and after meetings.

Answers written, telephone, and in-person inquiries from the County Board, County staff, and the public and provides information regarding departmental and County procedures.

Maintains databases for various programs, such as appointments made by the County Board.

May prepare Bid documents for County purchases and maintain Bid information files. Maintains vendor list and maintains files. Maintains construction project files.

Arranges programs and meetings by scheduling meeting rooms, issuing information, and coordinating speakers, and controlling event budget.

Directs preparation of records such as agendas, notices, minutes, and resolutions for departmental meetings. Prepares special and recurring departmental reports by gathering data from various sources, compiling, and typing data. May revise special forms and department documents.

Prepares correspondence and reports requiring the use of a word processing equipment, personal computer, or on-line computer terminal.

Maintains department and County Board budgets through the preparation of invoices, and maintenance of budget reporting/management documents.

Maintains online directories, including current contracts/agreements and appointments.

Maintains a variety of files and records for the department, County Board Committees, and County Board, including confidential files. Maintains both online and hard copy files with the necessary directories.

Serves a department contact for Freedom of Information Act requests.

Serves as back-up Administrative Assistant for other assigned Administrative Assistants.

SUPERVISORY RESPONSIBILITIES May assign, review and approve the work of a small support staff performing clerical tasks. May be involved in interviewing and training new employees. This job has very limited supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) with some further secretarial education training in word processing and computer preferred and three to five years of responsible secretarial experience or equivalent combination of education and experience. Requires good knowledge of County government operations.

LANGUAGE SKILLS Ability to read and interpret documents such as rules, equipment and software operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees and to deal one-to-one with the public and department managers. Requires good knowledge of the English language and spelling.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to handle a number of administrative functions independently. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

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 frequently required to sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.