



## Campbell County Gillette, Wyoming

### Job Classification Title: Senior Administrative Assistant

FLSA Status: <b>Non - Exempt</b>	Job Type: <b>2452</b>	Pay Range/Band: <b>54/24</b>
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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job and/or department.*

#### **DEFINITION**

To perform a variety of highly responsible, complex, and confidential administrative support functions; organize and oversee the operations and functions of the assigned office; provide information and assistance to department/division head and/or assigned staff, and the general public.

#### **SUPERVISION EXERCISED AND RECEIVED**

Exercise technical and functional supervision. May exercise direct supervision over administrative support staff.

Receive direction from department head.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*Important and essential duties may include, but are not limited to, the following:*

1. Perform a variety of highly responsible, complex, and confidential administrative support functions of the assigned office; relieve management staff of a variety of administrative details; independently respond to routine letters and general correspondence; compose, type and edit correspondence, memoranda, and other documents requiring judgment as to content, accuracy, and completeness.
2. Receive and interview office visitors and telephone callers; answer questions and provide information where judgment, knowledge and interpretation are utilized; ensure correct information is disseminated; research and gather information to provide accurate answers and information and respond to complaints or refer individual to appropriate source as necessary; ensure follow up to unanswered inquiries.
3. Type, proofread, and edit documents, presentation materials, brochures, grant requests, and other materials for grammar, clarity, punctuation, and spelling; examine documents for completeness and accuracy; correct errors in basic math, names, addresses, and other data; independently compose letters, memoranda, or basic to complex reports as instructed; arrange for or distribute copies of material.
4. Operate and train others in the operation of modern office equipment including PCs, printers, copiers, postage meters, calculators, microfilm machines, radio, and fax machines; routinely use a full range of word processing, spreadsheet, database, and other office software applications.
5. Perform complex bookkeeping duties which may include the management and coordination of special accounts (i.e. 1% monies, capital outlay, employee fund accounts, grant accounts, inmate accounts, etc.) to include accounts payable, receivable, and billing.
6. Order, receive, inventory, store, and distribute supplies; contact vendors and suppliers as needed; maintain related records.

7. Initiate and maintain a variety of files and records for information related to the assigned department and programs including financial, budget, personnel, operational, and administrative records; maintain and update resource materials; maintain, update, and track fixed assets.
8. Provide technical information and forms to staff and the public; explain department/county policies, procedures, services, and operations; analyze situations and make appropriate decisions involving independent judgment without immediate supervision.
9. Organize and maintain the flow of communication through the assigned office in an efficient and effective manner with staff, the general public, businesses, and others.
10. May participate or provide input in the selection of personnel.
11. Maintain calendars of department activities, meetings, and various events; organize and prepare agenda and packets for meetings; take and transcribe minutes if necessary; arrange for necessary materials to be available at meetings; coordinate travel arrangements as necessary.
12. Plan, organize, and carry out administrative assignments; research, compile, and organize information and data from various sources in order to prepare monthly, annual and/or special reports; develop, design, type, and proof newsletters, brochures, and reports; disseminate information as appropriate.
13. Participate and assist in the administration of the assigned office; organize and manage activities of the assigned office; recommend organizational or procedural changes affecting support activities; ensure assigned office runs smoothly.
14. Assist in the preparation of annual operating and capital budgets; collect and organize budget information from staff; monitor assigned budget line item; provide status reports as required.
15. Verify accuracy of employee time cards and enter payroll data; prepare payroll reports; monitor payroll budget.
16. Assist in a variety of department operations; perform special projects and assignments as requested.
17. Serve as secretary to various committees, commissions, and task forces; prepare, copy, and distribute meeting agendas and related materials, minutes, resolutions, or other formal documents.
18. Develop, verify, and review forms and reports for completeness and conformance with established regulations and procedures; apply specialized knowledge of departmental and program policies and procedures in determining completeness of applications, permits, records, and files.
19. Supervise or prepare and initiate purchase orders for assigned department; ensure items are posted correctly.
20. Oversee assigned work activities and projects; evaluate work products, methods, and procedures; may supervise, direct, and review the work of assigned staff.
21. Recommend and assist in the implementation of goals and objectives for assigned department; implement approved policies and procedures.
22. Adhere to safe work practices and procedures.
23. Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase knowledge; serve on committees as assigned

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as required.

Provide backup support as needed.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

- o Modern office procedures, methods, and equipment.
- o English usage, spelling, vocabulary, grammar, proofreading, and punctuation.
- o Principles and procedures of record keeping.
- o Mathematical principles.
- o Bookkeeping practices.

- o Advanced secretarial and administrative support techniques.
- o Grant writing and management.
- o Principles and practices used in dealing with the public.
- o Principles and practices of fiscal, statistical, and administrative data collection and report preparation.
- o Policies and procedures of assigned department.
- o County and department financial record keeping and budget processes and procedures.
- o Pertinent Federal, State, and local laws, codes, and regulations.
- o Principles of business letter writing.
- o Advanced word processing methods, techniques, and programs including spreadsheet and data base applications.
- o Practices used for recording and transcribing minutes.
- o Principles of supervision, training, and performance evaluation.

**Skill to:**

- o Operate modern office equipment.
- o Type and enter data at a speed necessary for successful job performance.
- o Transcribe minutes.

**Ability to:**

- o Perform a variety of highly responsible, complex, and confidential administrative support functions involving the use of independent judgment and personal initiative.
- o Understand the organization and operation of the department and outside agencies as necessary to assume assigned responsibilities.
- o Interpret and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
- o Research, compile, and prepare a variety of fiscal, statistical, and administrative reports and/or grants.
- o Analyze situations carefully and adopt effective courses of action.
- o Independently prepare correspondence, memoranda, and minutes of meetings.
- o Apply advanced bookkeeping practices to the maintenance of account records and statements.
- o Determine and maintain confidentiality.
- o Respond to requests and inquiries from the staff and general public.
- o Select, supervise, train, and evaluate staff.
- o Work cooperatively with other departments, divisions, county officials, and outside agencies.
- o Plan and organize work to meet schedules and time lines.
- o Communicate clearly and concisely, both orally and in writing.
- o Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- o Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING GUIDELINES:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

- o Five to six years at an Administrative Assistant II level.

**Education/Training:**

- o Equivalent to a high school education including specialized training or college courses in office administration.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

*Must be current or obtained within a specified time frame as defined upon employment.*

- May require Notary Public.

**WORKING CONDITIONS:**

*Essential duties require the following:*

**Working Environment:**

- Minimal exposure to undesirable working conditions or exposure.

**Physical Activities:**

- Essential functions require maintaining a physical condition necessary for moderate physical effort such as sitting, standing, walking, kneeling, crouching, stooping, squatting, twisting upper body, and lifting an average of 10 lbs.

*These requirements are representative but not all-inclusive of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.  
Campbell County is an Equal Opportunity Employer.*

Original Effective Date: <b>6/19/01</b>	
Last Revision Date:	
Approval: No signature on file.	
Signature _____	Date _____