



Campbell County Job Description

Classification Title	Administrative Assistant
Job Code	104
FLSA Status	Non-Exempt

*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.*

GENERAL SUMMARY

This is the entry level in the class series. Assignments are generally limited in scope, contain routine tasks, and are performed within a procedural framework established by a higher-level employee. As experience is acquired, the employee performs with less immediate supervision. Employee assists, receives, and disperses information to staff, customers, and the general public, and provides good customer service. Performs general office duties, general administrative tasks, and clerical duties. Prepares, processes, and files reports. Coordinates and plans events.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Receives and screen calls and visitors and responds to inquiries or complaints within scope of judgement.
- Types, proofreads, and processes a variety of routine and non-routine documents including general correspondence, agendas, reports, newsletters, and memoranda.
- Orders, receives, inventories, stores, and distributes supplies. Contacts vendors and suppliers as needed. Maintains related records.
- Initiates and maintains a variety of files and records for information related to the assigned office. Ensures proper filing of documents in departmental or central files. Maintains and updates resource materials.
- Coordinates the flow of communication through the assigned office in an efficient and effective manner with staff, the general public, businesses, and others.
- Schedules meetings and arranges for room set up. Arranges for necessary materials to be available at meetings. Prepares agendas and packets for meetings. Takes and transcribes minutes.



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- Plans, organizes, and carries out administrative assignments. Compiles and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area.
- Participates and assists in the administration of the assigned office. Organizes and facilitates activities of the assigned office. Recommends procedural changes affecting support activities.
- Reconciles cash register and petty cash. Prepares deposits for County Treasurer.
- Performs duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High school diploma (or GED equivalent)
- One (1) to three (3) years of experience in an office environment
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Class C Driver's License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Principles and practices of basic recordkeeping
- Department programs and procedures
- Administrative support techniques
- Principles and practices of data collection and report preparation



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- Applicable software applications

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written
- Customer service

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Prepare and maintain accurate and complete records
- Perform a variety of office support duties and activities which contribute to efficient operations
- Prepare correspondence, memoranda, and minutes of meetings
- Compile and prepare a variety of administrative reports



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WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels</i>)	X		
Other	X		



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

- The position is generally sedentary. Employees sit most of the time but may walk or stand for brief periods of time.

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.

Date created:	9/21/2019
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