

Administrative Office Assistant

DEFINITION

Under direction, to serve as the primary contact to the public and assist by providing information about County Administrative Office policies and services and directing or transferring them to the appropriate person or office; provide a variety of administrative support for the County Administrative Office; to perform a variety of account and statistical record keeping work in connection with the development, maintenance, and processing of County fiscal and statistical records; to provide routine administrative studies and analyses and make recommendations on systems and procedures, organization or budgets; to coordinate and monitor less complex projects; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Administrative Office Assistant classification is allocated to the County Administrative Office. Incumbents perform the more routine administrative duties and analyses or work under closer supervision or with more assistance.

REPORTS TO

Assistant County Administrative Officer or Deputy County Administrative Officer, or designee

CLASSIFICATIONS SUPERVISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Meet the public with poise, understand their inquiries and assist them in getting the help they need;
- Perform a variety of financial and statistical record keeping work.
- Conducts special studies and coordinates and monitors less complex projects concerning County or departmental procedures or policies, programs and grants;
- Assists and provides support to more complex administrative projects and studies
- Perform varied clerical accounting work involving a degree of independent judgment and requiring accuracy and speed;
- Assists in designing reporting and other procedures to be integrated into management information systems;
- Collects, compiles and organizes data for reports, recommendations, policies, special projects and public inquires;
- Opens, routes and distributes mail;
- Researches issues and prepares responses as directed;
- Composes and prepares correspondence and reports

- Schedules and prioritizes work;
- Answers inquiries from County departments, community agencies and the public;
- Establishes and maintains confidential and administrative files;
- Coordinates meetings and books meeting rooms
- Screens calls;
- Attends meetings as needed.
- Other related duties as assigned

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Office procedures and practices;
- Work organization and simplification
- Principles and techniques of procedures and systems analysis
- Principles of administration and management
- Basic budgetary accounting practices
- Application of statistical methods to research
- Record keeping systems and procedures;
- Computerized information systems.

Ability to:

- Investigate and analyze basic administrative, operational, programmatic or other problems;
- Collect, organize, interpret and analyze data;
- Use independent judgment to identify and analyze problems and recommend and implement solutions;
- Coordinate and monitor less complex projects;
- Establish and maintain cooperative relationships with others;

- Prepare and present clear and concise oral and written reports;
- Understand, interpret, explain and apply laws, rules and policies;
- Apply and interpret basic statistical measures may be required for certain positions;
- Operate computers to input, access, analyze and print a variety of data may be required for certain positions

Training and Experience:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain these knowledge and abilities would be:

Two years of college level coursework related to the knowledge and abilities listed above.

OR

Two years of responsible clerical or fiscal experience at the journey level or higher, which demonstrates possession or application of the required knowledge and abilities.

Special Requirements:

Possession of or ability to obtain, an appropriate valid California Driver's License.