



**Administrative Assistant
Board of Supervisors**

Classified

LEVEL:

JOB SUMMARY

Based on statutory and regulatory requirements and under general supervision coordinates office services, budget preparation and control, and records control. Performs related duties as required

ESSENTIAL JOB FUNCTIONS

- Answering phone calls, taking messages
- Greeting and helping customers
- Provide effective and courteous customer service and respond to requests for information
- Receive, review, process documents and determine appropriate action based on State, Federal and County regulations.
- Help create policies and procedures
- Establish and maintain procedures for document management
- Purchasing and processing
- Scanning and archiving
- Organizing and scheduling
- Perform accounting and purchasing tasks
- Adhere to the office values of accountability and teamwork
- Maintain absolute confidentiality of all restricted records and work-related issues
- The essential job tasks listed are a representation of typical responsibilities and not an all-inclusive list of tasks for this position.

MINIMUM QUALIFICATIONS

- A high school diploma or GED
- A minimum of two years of experience in clerical or customer service position.

KNOWLEDGE, SKILLS AND ABILITIES

- Valid Arizona Driver License
- Skill in math and handling money
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Ability to cross train in other positions

- Knowledge of Windows based applications; Word, Excel, PowerPoint, and Outlook.
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Ability to perform duties independently that are appropriate and consistent with the level of the position.
- Ability to communicate clearly and concisely with staff both verbally and in writing.
- Standard office equipment
- Maintaining records and files
- Interpersonal skills of courtesy, confidentiality, and tact
- Ability to prioritize multiple tasks and coordinate with peers
- Perform repetitive tasks
- Maintain professional relationships with employees, customers, and outside vendors

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and a personal computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 20 pounds and work in an office environment.