



JOB TITLE: Administrative Assistant

FLSA STATUS: Full-Time / Non-Exempt

DEPARTMENT: County Administration

JOB SUMMARY: Performs routine to moderately complex secretarial, clerical and accounting duties for all Departments under the County Administrator as well as for the Board of Supervisors. This employee is supervised directly by the Finance Director and the County Administrator.

JOB RESPONSIBILITIES:

1. Accounts payable including the entering of data on the County's AS/400 computer software system.
2. Assists with utility billing.
3. Cannery reporting (seasonal reports).
4. Assists the public with requests for information.
5. Backup the recording of Board of Supervisors meeting for minutes and backup of the preparation of the agenda & board packets for the Board of Supervisors meetings.
6. Performs additional duties as assigned by the Finance Director and the County Administrator.

KNOWLEDGE AND ABILITIES:

1. Working knowledge of office practices.
2. Proficient in Microsoft Word and Excel.
3. Good communication skills both oral and written.
4. Ability to file, organize, plan, multi-task and perform clerical tasks.

EDUCATION / KNOWLEDGE / ACCEPTABLE EXPERIENCE

High School graduate with at least 2 years of post-high school education in secretarial, accounting and/or bookkeeping or four years of relative experience.

Ability to maintain excellent working relationships with county employees, county officials, vendors, and the public.