



Administrative Assistant

Job Description

Department: Public Works
Supervisor Title: Public Works Director

Rating: B21
FLSA Status: Non-Exempt

Minimum Qualifications of Education and Experience:

High school diploma or G.E.D.; 3 years administrative support or related experience; or an equivalent combination of education and experience. Prefer Associate degree in Business, Administration or Accounting with at least 1 year of related work experience.

Required License (s):

Incumbents in this class typically require:

- Valid Driver's License
- Annual certifications may be required per department needs

Nature of Work:

Serves in a confidential administrative support role; may assist in gathering information and data used for strategic purposes in relation to union matters. The highest level of the Administrative Support Series is responsible for providing various administrative support duties using technical knowledge of work areas. Responsibilities may include preparing and providing specific technical information to internal and external customers; maintaining and manipulating databases; creating original documents for the departmental website; preparing and modifying routine and non-routine reports; and explaining department policies, procedures and regulations.

Functional Specific Responsibilities Might Include:

Essential Work Functions (Illustrative only):		Frequency	Band
1.	Performs routine or non-routine administrative support duties, which may include: responding to inquiries from employees, other department staff, and the public; scheduling and coordinating appointments, meetings, activities or events; managing calendars; attending meetings and taking notes; revising and distributing standard documents and correspondence.	Daily 30%	B2
2.	Processes, prepares, and records paperwork, databases, spreadsheets, applications, certifications, licenses, permits, and other documents, forms, reports, and/or confidential information related to assigned area of responsibility; ensures completeness and accuracy of information; maintains related records.	Daily 40%	B2
3.	Accepts standard payments and issues receipts and maintains assigned budget by monitoring and controlling expenditures. May assist in account reconciling.	Daily 20%	B2
4.	May create purchase orders; orders and maintains office inventory and supplies, may prepare and deposit checks.	Daily 10%	A1
5.	Performs other duties of a similar nature or level.	As Required	N/A

Level of Decisions:

Responsibilities in this classification are typically procedure based and not dependent on specific functional knowledge. Incumbents apply basic programmatic knowledge to answer questions and explain processes, but are typically not responsible for the application, interpretation, or review of function specific policies or procedures.

Direction Received/Provided:

Work is performed under general direction, applying procedures and standards to specific situations. May provide direction/guidance and delegate tasks to others on work methods and procedures.

Knowledge, Skills and Abilities Required:

- Principles and practices in assigned area of responsibility;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Departmental functions, policies, and procedures;
- Report preparation techniques; Filing and recordkeeping principles;
- Computers and related software applications;
- Processing information utilizing established procedures;
- Preparing correspondence, memos, and/or other related information;
- Assembling and organizing data and information;
- Providing customer service;
- Using proper English, grammar, punctuation, and spelling;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Persons with Disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands: Work performed is sedentary in nature, and typically performed within the Government Center or a satellite office. May occasionally lift up to 40 pounds. Frequent wrist and finger manipulation due to high amount of filing, compiling, calculating, or computer work. Equipment used may include, but is not limited to, computer, calculator, telephone, camera, and copier/scanner/fax machine. Occasional out of town travel may occur. Work interruptions are frequent. There is some pressure associated with project or activity deadlines. May also deal with individuals who may be emotionally charged. Additional physical/mental requirements that occur may not be listed above, but are inherent in performing the position's essential functions.

Disclaimer:

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Access to Not Public Data:

A county employee in this position may encounter Not Public Data as defined by Minnesota or federal law in the course of the job duties. Any access to Not Public Data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being accessed, the employee should take reasonable measures to ensure the Not Public Data is not accessed by unauthorized individuals. Once the work reason to access the data is reasonably finished, the employee must properly store the Not Public Data according to the applicable provisions of Mower County employee policies and Minnesota or federal law. All employees are expected to become familiar with and comply with the requirements of the County's Data Practices and Data Security Policies and a breach of these policies may lead to disciplinary action against the employee.



"Supports the county's mission to deliver effective services for Mower County with integrity, fiscal responsibility, collaboration and a dedication to high level of customer service."

Employee Signature _____ Print Name _____ Date _____

Classification History:	
Date:	Comments:
October 2020	