

TITLE: Administrative Assistant

WS-ADM/6

DEPARTMENT: Water System-Administration, Fayette County

JOB SUMMARY: This position provides administrative support for the Water System.

MAJOR DUTIES:

- o Processes and mails required state reports.
- o Maintains employee files; processes payroll, attendance records, medical documents, and evaluations; prepares and maintains Workers' Compensation reports.
- o Schedules and makes reservations for conferences and seminars, training classes, and tests.
- o Processes applications and membership renewals for professional organizations.
- o Provides technical and administrative support to department personnel.
- o Attends meetings; takes and transcribes; serves as clerk for the Water Committee in the absence of the same.
- o Provides assistance in budget preparation; monitors expenditures; receives and accounts for cash received.
- o Serves as liaison between administrative office and employees; serves as department wellness representative; attends meetings on employee insurance changes.
- o Prepares and types a variety of documents, technical and statistical reports, legal documents, and other materials; collects information from a variety of sources; compiles data for special and periodic reports; reviews records, forms and other documents for accuracy and conformity to rules and regulations.
- o Maintains computerized and manual filing systems.
- o Answers telephone and greets visitors; takes messages; provides information and assistance.
- o Schedules and maintains time records for all community service workers.
- o Maintains department supplies and equipment inventory.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles and practices of records management.
- o Knowledge of modern office practices and procedures.
- o Knowledge of computers and job related software programs.
- o Skill in public and interpersonal relations.
- o Skill in the use of fax machine, scanner, copy machine and other office equipment.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Water System Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include HIPPA regulations, Workmen's Compensation regulations, FMLA regulations, EPA regulations, and county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide administrative support for the work of the department. Success in this position contributes to the efficiency and effectiveness of department operations.

PERSONAL CONTACTS: Contacts are typically with members of the general public, co-workers, customers, other county employees, vendors, and contractors.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.