



Administrative Assistant Board of Commissioners

COM/4 - 124

JOB SUMMARY

This position provides administrative support for the Board of Commissioners and Clerk.

MAJOR DUTIES

1. Answers telephones and greets visitors: takes messages: makes appointments; provides information to the public; documents citizen complaints and inquiries and refers questions to the appropriate county personnel.
2. Disseminates documents approved by the Board to proper departments and agencies.
3. Scans all minutes with attachments.
4. Disseminates memoranda, correspondence and other documents in outgoing and interoffice mail.
5. Orders supplies and maintains inventory.
6. Schedules the use of conference rooms.
7. Submits work orders.
8. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

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

SUPERVISORY CONTROLS

The County Clerk 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 the County Policy and Procedure Manual, the Safety and Loss Manual, and FMLA and HIPPA rules and regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

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

CONTACTS

- Contacts are typically with members of the general public, other county employees, elected and appointed officials, state and federal legislators, member of the news media and local business and community leaders.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or crouching. The employee occasionally lifts light and heavy objects.
- 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

- 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.
- 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.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.