

**JOB DESCRIPTION
TELLER COUNTY**

<u>Job Title:</u>	PT Administrative Assistant II	<u>Classification:</u>	Non-Exempt
<u>Department:</u>	Administration/HR	<u>Salary Range:</u>	12
<u>Reports to:</u>	Deputy County Administrator	<u>Job Status:</u>	Part-Time

SUMMARY OF JOB RESPONSIBILITIES:

The Administrative Assistant II maintains the daily office organization including technical and clerical functions, data entry, conference room scheduling, and referral of callers to the proper office/person.

FUNCTIONS/TASKS: (All persons, with or without reasonable accommodation, who can perform the essential functions/tasks required on this job or position will receive full consideration toward it.)

ESSENTIAL FUNCTIONS:

- (1) Perform a variety of clerical tasks, including answer, screen and direct telephone calls; compose and type correspondence; and maintain files/records.
- (2) Assist the public/clients with questions and paperwork with regard to the specific departmental operations.
- (3) Order and inventory department office supplies.
- (4) Establish, maintain and monitor department-specific files.
- (5) Maintain calendar of conference room.
- (6) Collect, record and track fees; prepare bank deposits.
- (7) Pick up and distribute mail daily (1-2 times per week)

OTHER FUNCTIONS/TASKS:

- (8) Perform similar duties as assigned.

MINIMUM REQUIREMENTS: (The following requirements are necessary to reasonably ensure the County that the individual selected for this position will be able to perform the essential functions and/or tasks of the position.)

- (1) **Skills/Knowledge:**
 - Ability to quickly learn new processes and software.
 - Knowledge of office management and bookkeeping procedures.
 - Strong knowledge and ability to operate computers and office equipment.

Administrative Assistant II - (continued)

Ability to effectively communicate both verbally and in writing to a very diverse group of customers.

Ability to maintain confidentiality.

Ability to perform duties in an accurate/high quality manner.

Ability to establish and maintain effective working relationships with County officials, employees, vendors, and the public.

- (2) Experience/Education: High school diploma or GED plus three (3) years experience in an office setting or any combination of education or experience.
- (3) Visual Acuity/Hearing/Speaking: Ability to communicate verbally and in writing; ability to read and interpret characters on a computer screen.
- (4) Physical Effort/Dexterity: Ability to perform light physical work; walk, drive; bend; stoop and to repeatedly get up and down during the workday.
- (5) Environmental Factors: Work is generally performed in typical office setting.
- (6) Work Schedule/Characteristics: Thirty (30) hours per week with the possibility overtime may be required.
- (7) Special Requirements: Possession of a valid Colorado driver's license.