

MARSHALL COUNTY, ALABAMA

Job Description

ADMINISTRATIVE ASSISTANT - COMMISSION

Department: Commission Office

Job Code: 364

Pay Grade: 107

FLSA Status: Non-Exempt

Reports To: Commission Chairman

JOB SUMMARY

The Commission Administrative Assistant assists with preparing reports, coordinating special projects of varied nature, handling problems involving the public, government officials, or others, preparing correspondence, purchasing supplies, managing the surplus property disposal program, and maintaining financial and other types of records associated with the programs. Coordinates information to various County departments and assists with special projects and emergency situations as needed.

ESSENTIAL JOB FUNCTIONS

- Relieves the Commission Chairman of routine administrative duties.
- Greets visitors to the Commission Chairman's Office, determines the reason for the visit, and either provides information or refers the matter to the Chairman or other appropriate person.
- Answers the telephone, answers questions, and provides information to the public, the media, and officials regarding the County Commission, in a professional and polite manner, and forwards calls and/or information to departments.
- Answers correspondence of moderate difficulty.
- Refers complaints to the Chairman and Commission and follows up to determine the action taken, addresses complaints, when possible.
- Transmits orders and instructions to employees and others for the Commission Chairman using a two-way radio, telephone, or in person, as appropriate.
- Coordinates work with the Engineering Office, such as receiving bids and assisting at openings.
- Coordinates activities with FEMA, law enforcement, and others in emergency or other situations, as needed.
- Receipts all funds; collects, counts, receipts, and records all incoming funds within County government; reconciles check log and receipt book after bank deposits have posted.
- Relays information to animal control, solid waste, maintenance, IT, etc. from callers.
- Assists with special events as needed.
- Coordinates travel and meetings and keeps schedule of events for the Commission Chairman.
- Schedules and coordinates meetings as directed by the Commission Chairman.
- Coordinates travel arrangements for the Commission Chairman and other staff members, which may include making flight reservations, hotel accommodations, etc.
- Receives invitations for the Commission Chairman, sends appropriate responses, and maintains schedule of events.
- Schedules Commission Chamber meetings.
- Creates agendas.
- Coordinates and posts closings of courthouses and County buildings in inclement weather or emergency situations.
- Conducts purchasing activities for the Commission Chairman and maintains associated records.
- Obtains required purchase orders.
- Inventories and purchases supplies for the office.

- Prepares all office purchase orders.
- Verifies receipt of supplies.
- Manages the County Surplus Disposal Program (Gov-Deals Administrator).
- Receives applications for garbage exemptions, checks documentation, enters data, approves exemptions, submits application electronically, and files hardcopy.
- Interacts with Commission and all County agencies regarding the program for disposal of excess county owned equipment.
- Photographs surplus items and prepares correct descriptions for surplus items entered into the disposal program.
- Logs all information into County computer system and posts on “Gov-Deals” website for auction.
- Monitors bids and arranges for payment and pick up of items sold by bid.
- Receives payment for sold items and maintains all County records regarding sold items.
- Receives invitations for the Commissioner, sends appropriate responses, and maintains schedule of events.
- Answers personal and general commission emails, copying others, forwarding, and following up as necessary.
- Receives, opens, stamps, and distributes incoming mail and packages to appropriate parties.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and five (5) years of experience assisting a department head or high-level official in an environment with multiple demands, or an equivalent combination of education and experience. Bachelor’s degree in Accounting, psychology, sociology, business administration, public administration, or closely related field preferred. Experience in a government agency preferred.

Licenses or Certifications:

- None

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of modern office practices, procedures, systems, and equipment including computers and software.
- Knowledge of departmental operations and organization.
- Knowledge of the principles of general management and accounting.
- Knowledge of business English, spelling, arithmetic, and departmental terminology.
- Knowledge of principles of communication.
- Knowledge of local community agencies and leaders.
- Skill in dealing with people in a diplomatic manner.
- Ability to use a computer to store, retrieve, and compile data and prepare reports and correspondence.
- Ability to establish and maintain effective working relationships with officials, other employees, and the public.
- Ability to communicate effectively with other employees in same position located in satellite district offices.
- Ability to use sound judgment in analyzing problems and formulating solutions.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain a variety of records, and to prepare reports and answer questions from the records.
- Ability to handle complaints and provide information in a courteous diplomatic manner.

- Ability to use and operate office equipment such as computer, calculator, copy machine, fax machine, telephone system, two-way radio, etc.
- Ability to set priorities and plan and implement activities to maximize efficiency.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following additional physical abilities are required: sufficient manual dexterity to handle paperwork, operate a personal computer, telephone, copier, and other related office equipment. Speaking at a level to convey information, hearing at normal speaking levels, mental acuity, repetitive motion, reaching, grasping, feeling, stooping, kneeling, lifting, and walking. Visual acuity at a level to view computer terminal, analyze data, read extensively, and at a level to determine accuracy and thoroughness of work assigned.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable office environment.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.