

POSITION DESCRIPTION

JOB TITLE: Administrative Assistant- Auditor's Office

REPORTING:

Reports to Fall River County Auditor

SALARY:

\$10.00 per hour & paid Benefits and Retirement Plan

HOURS: Monday- Friday, 8am-5pm, Overtime as needed

LOCATION: Fall River County Courthouse

PURPOSE: To provide assistance to the Auditor in the smooth, efficient operation of the office.

GENERAL STATEMENT OF DUTIES:

The Administrative Assistant to the Auditor serves to perform a wide range of administrative and office support functions which provide assistance to the Auditor in the smooth, efficient operation of the office.

PRIMARY DUTIES AND RESPONSIBILITIES:

General clerical duties including photocopying, faxing, mailing and emailing.

Customer service and reception duties to include answer incoming calls and provide assistance or transfer to appropriate department; take and deliver messages; receive and direct visitors and clients; aid applicants with completion of applications for county financial assistance; answer or direct inquiries and provide ongoing customer service support.

Prepare and modify documents including correspondence, reports, drafts, memos and email as directed by the Auditor and other office staff; researching, collecting and analyzing information; initiating telecommunications.

Compile and maintain the county's fixed assets; data entry of equipment purchased, transferred or designated as surplus; order and distribute inventory asset tags, solicit annual fixed asset inventories from departments and retain fixed asset records.

Maintain office supplies by placing and expediting supply and equipment orders for all departments in the courthouse; source items in a fiscally responsible manner; communicate with department heads regarding supply or equipment needs; assist in evaluation of new office supplies or equipment; verify receipt of supplies and process returns or credits of incorrect or defective merchandise.

Ensure operation of equipment by troubleshooting malfunctions; calling for repairs; assist all departments with technology needs and software applications; maintain countywide email group and communicate information to departments as warranted.

Assist the Auditor with tasks in support of the County Commission to include the preparation of agendas and minutes for county commission meetings, including compliance with legal posting requirements of agendas; preparing commissioner packets for meetings; contacting and scheduling individuals or

agencies on agendas as directed by the Auditor; maintaining official minute books; posting documents on the county website; and submitting minutes to official newspapers for publication and to commissioners as requested.

Prepare drafts and final hard copies of county resolutions and ordinances; maintain a record-keeping system for signed documents; attend and record minutes of commission meetings in the Auditor's absence.

Provide administrative support to the Shannon County Sheriff by screening correspondence and email to insure receipt of important communications; process and retain concealed weapon permit applications; correspond with law firms and courts regarding legal service; bill entities for document service.

Assist with Elections and performs any other functions assigned by the Auditor.

MINIMUM QUALIFICATIONS:

Skill to operate personal computer, multi-function copier, fax, multi-line phone system and other relevant office equipment, including basic maintenance;

Personal computer skills and knowledge of relevant software are required, to include word processing and data management programs such as MS Word and Excel, DOS-based programs as well as Internet research and acquisition abilities

Strong communication skills including verbal communication, administrative writing skills, analyzing and compiling data, reporting skills, interpersonal skills and ability to deal tactfully and effectively with co-workers and the general public.

KNOWLEDGE:

Knowledge of clerical and administrative procedures and systems such as filing and record keeping.

Ability to work independently, be organized and detail-oriented, multitask, manage time and prioritize tasks.

SKILLS:

Computer skills, Typing, Ten Key, Microsoft Office Suite, Professional Letter Composition, and Spreadsheet input.

ABILITIES:

Ability to lift up to 30 pounds, Ability to sit for up to 8 hours a day, to take direction and to seek direction, Multi-tasking

EDUCATION, EXPERIENCE, LICENSES:

Clerical Experience preferred

ADVANCEMENT/PROMOTION:

Wages will increase with the position advancement/promotion.

This Job may include other duties as assigned