

Job Opportunity #2345
Posted Friday, August 23, 2019 until filled

Position: Administrative Assistant
Department: Department of Water Resources
Job Code: 2345
Compensation: \$14.54/Hr. Full Benefits Package

Definition: Under general supervision, performs a variety of routine secretarial and administrative support to office; organizes office activities and coordinates communication with other departments, outside agencies and the general public; works in close relationship with supervisors in matters of confidentiality and discretion; Performs related duties as required.

Typical Examples of Duties and Percentage of Time:

- 55-60% Performs both routine and unique administrative tasks; Answers phones and acts as initial point of contact for inquiries by the public, providing information and referral to appropriate personnel; Handles processing of inbound and outbound mail; Coordinates communications with staff members; Prepares confidential reports and/or correspondence; Maintains the inventory of office supplies and equipment; Prepares typed copy (i.e. correspondence, reports, minutes of meetings, tables, graphs and/or charts) from rough written copy or oral instructions.
- 25-30% Performs necessary fiscal functions including but not limited to accounts receivable, pay-ins and loan invoices, as well as any other financial task necessary to the efficient operation of the department.
- 10-15% Maintains records, databases, files and filing system; Operates a variety of office machines and equipment including personal, calculator, fax and copier; Maintains office equipment and instructs others in the operation and maintenance of same; Maintains and updates the department website; Orders and processes logo wear for staff.

Knowledge, Skills and Abilities:

Knowledge of (1) departmental rules, regulations and procedures, (2) modern office practice procedures and equipment, (3) basic accounting-clerical principles and practices, (4) skill in operation of modern office equipment,(5) typing, (6) use of computer and related software (Microsoft, Excel, Outlook, New World). (7) Ability to explain policies and regulations in a clear and concise manner, (8) organize and manage office procedures, (9) establish and maintain cooperative and effective working relationship with others, (10) prepare and maintain office records and reports, (11) provide administrative support to the Director, (12) communicate effectively both orally and in writing, (13) add, subtract, multiply and divide whole numbers.

Suggested Training and Experience Requirements:

High School diploma or equivalent with vocational/technical training in business procedures or a related field, and two years increasingly responsible related experience; or any combination of education and experience that provides the requisite knowledge, skills and abilities for the job.

Additional Requirements:

Must pass (test negative) pre-employment drug test.

May work flexible schedule based on needs of agency.

Must possess valid Ohio driver's license with acceptable driving record.

May be required to drive personal vehicle in the course of employment.

Require vision (which may be corrected) to read small print.

Is subject to inside environmental conditions.

Submit an *Application for Employment* and resume to **the Geauga County Commissioners, Attn: HR Administrator #2345, 470 Center Street Bldg. #4, Chardon OH 44024.** Please refer to details and application at www.co.geauga.oh.us

06/2019