

**Daviess County Fiscal Court
Job Description**

Job Title: AdministrativeAssistant
Department: Solid Waste
Reports To: Landfill Project Manager/Transfer Station Supervisor
FLSA Status: Non-exempt
Prepared Date: November 2021

Summary: Responsible for performing general executive assistant duties as necessary for the day-to-day operation of Daviess County Solid Waste Department.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Exercises principle responsibility for the day-to-day activities of the Solid Waste Department, including but not limited to, supplies, customer service, incoming calls, etc.

Provides administrative assistance to all departments within Solid Waste Department.

Records, maintains and files all records as assigned by the Solid Waste Manager including invoices, scale tickets, reports, accident reports, etc.

Receives and routes visitors and phone calls, including complaints and inquiries from the public.

Prepare purchase orders and invoices.

Operates the scales at all sites on a scheduled and as needed basis, including some Saturdays

Distributes mail and inter-office correspondence.

Performs daily bank deposits as needed.

Prepares employee time sheets, including sick and vacation.

Schedules CDL physical and other occupational health related appointments and actions when requested.

Plans and implements special events and special training.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the Solid Waste Department.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations: Valid Kentucky Driver's License

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job site locations of the West Daviess County Landfill and Grimes Avenue Transfer Station are active solid waste facilities. Even in the office the employee may be exposed to fumes or airborne particles and a moderate to high noise level.

Computer Skills: To perform this job successfully, an individual should have knowledge of Word Processing software.