

DAVIESS COUNTY FISCAL COURT
Job Description

Job Title: Administrative Assistant

Department: Administration

Reports To: County Treasurer/Director of Administrative Services

FLSA Status: Non-exempt

Prepared Date: June 2023

Summary Responsible for receiving and routing all incoming calls and visitors, receiving and recording all incoming funds and performing general administrative assistant duties as necessary for day-to-day operations.

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

Receives and routes phone calls, messages, and visitors.

Opens mail and distributes to proper offices.

Receives and records cash from various sources.

Makes copies and records all incoming check payments.

Enters Solid Waste payments into billing software.

Prepare purchase orders and invoices for the Fire Department.

Prepares employee time sheets, including sick, vacation and comp time for the Fire Department.

Maintains good public relations.

Types general correspondence including envelopes and labels.

Prepares various analyses and performs other administrative tasks as requested.

Maintains reservation log of Courthouse activities.

Maintain kitchen and office supply inventories.

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

Associate's degree (A.A.) or equivalent from two-year college or technical school; or two years 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, clients, and other employees of the organization.

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 detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should be proficient in Microsoft Word and Excel.

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; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. 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 noise level in the work environment is usually moderate.