



JOB DESCRIPTION

Title	Administrative Assistant I	Created	Feb. 2022
Department	General	Revised	June 2022
Job Class	A 11 3	Safety Sensitive	No
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	

Purpose

Provides clerical, administrative, and customer support to assigned department/ division. Responsibilities include basic word processing, document preparation, reception and customer service duties, data entry and retrieval, file maintenance, and serves as the first point of contact with visitors of the department/division.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

Incumbents perform routine and prescribed technical duties of the position; a higher-level Administrative Assistant and/or Supervisor is available for guidance and review of the incumbents' work during assigned tasks. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Performs clerical and administrative duties within the department; may include scheduling, taking notes and minutes for meetings, coordination of workflow within and outside the department/program.
- Performs department reception and customer service duties. Professionally greets visitors, responds to incoming phone calls, provides accurate and timely responses to inquiries and complaints, and sends/receives emails and maintains ongoing communication with the public.
- Receives, transfers, or refers calls to appropriate sources; provides basic department information and policy interpretations related to department services.
- Accurately enters and retrieves data from computer files (e.g., legal forms, formal documents, patient records); interprets data for proper input to program formats. Processes, records, files, and distributes reports in a timely manner to appropriate parties.
- Processes transactions, computes or verifies data, fees, or payments; accurately transmits, screens, or conveys information using proper formats, documents, and procedures.
- Creates a variety of documents such as letters, memos, reports, charts, forms, agendas, spreadsheets, tables, minutes, and legal documents. Verifies and corrects grammar,



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spelling, and formatting. Updates and maintains spreadsheets, databases, and reports and tracks/logs data for the department.

- Performs basic bookkeeping-related functions for department; may include funds tracking, invoicing, balancing daily receipts, processing purchase orders, and depositing funds.
- Sorts, arranges, files, and maintains documents and records; reviews files for completeness and accuracy; updates and purges files according to department guidelines.
- Researches and compiles data from a variety of sources, some confidential in nature. Checks completed materials for accuracy and compliance.
- Prepares and publishes notices, including social media postings and webpage management, as directed and in accordance with established procedures and policy requirements. Checks completed forms and documents for accuracy and compliance prior to distributing the information through public or internal communication channels.
- Works independently to plan and arrange own work sequence; prioritizes projects and assignments, provides backup support to staff when needed, and reports operating problems to supervisor.
- In coordination with supervisor, maintains, amends, or develops department procedures, routines, and filing systems.

Required Qualifications

- Minimum high school diploma/GED
- Minimum one (1) year of training and experience in the clerical and/or administrative field or any satisfactory combination of experience and training

Desired Qualifications

- Able to read and write Spanish. Some college-level courses in business management, accounting principles, and techniques of project management or other related field.
- Knowledge of specific PC word processing software utilized by the county and previous experience in an administrative position with a county department.

Knowledge, Skills and Abilities

- Basic knowledge of clerical and administrative support profession
- Basic record-keeping skills
- Knowledge of basic bookkeeping-related functions
- Ability to read and write proficiently
- Excellent customer service and problem-solving skills
- Knowledge of office procedures and operation of various office equipment
- Basic data entry and computer operations skills
- Working knowledge of PC and word processing software



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Physical Demands

May require moving materials, books, files, etc. up to 50 pounds. Long durations of sitting or standing.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Professional office setting.

Supervisory Responsibility

Works under the direct supervision of the assigned supervisor, department head, or management personnel. Supervision of employees is not a normal responsibility assigned to this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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