

ADMINISTRATIVE ASSISTANT

DEFINITION

To assist with the basic administrative and technical phases of a personnel or administrative function in a County department; to assist in the day-to-day operation of a central administrative and business management services function in a County department; to perform general program and office support duties; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a departmental manager or supervisor.

May exercise technical and functional supervision over assigned clerical and technical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Gathers and assembles data involving limited variables; performs structured mathematical and statistical calculations; performs comparative analyses of technical data.

Assists in conducting research studies or performs independent research.

Participates in the technical phases of special studies, surveys, investigations and research projects; prepares graphic charts.

Answers correspondence and inquiries from the public and County employees.

Confers with department officials and assist in resolving personnel/administrative problems; assists in providing administrative control over the staff assigned to administrative services operation.

Develops and recommends departmental clerical and fiscal procedures and policies.

Analyzes office methods, procedures and forms.

Develops recommendations for improvement of procedures and coordination of departmental functions.

EXAMPLES OF DUTIES

LANE COUNTY
Administrative Assistant (Continued)

Conducts studies and prepares reports on departmental administrative operations.

Develops and maintains departmental operating or procedures manuals.

Participates in the preparation and administration of contracts and the preparation of grant applications.

Conducts special projects related to departmental administrative services.

Performs general, office, program, staff and financial support activities.

MINIMUM QUALIFICATIONS

Knowledge of:

Statistical research techniques and procedures.

Modern office procedures, methods and computer equipment.

Data collection techniques.

Correct English usage, spelling, grammar and punctuation.

Report writing methods and techniques.

Basic financial and statistical record-keeping practices.

Ability to:

Understand, interpret and apply department and program rules, procedures and policies with good judgment, while carrying out a variety of technical and administrative support duties.

Coordinate a variety of administrative and staff support functions.

Prepare and maintain a variety of records.

Operate a variety of office equipment, including calculators, copiers, typewriters and computer terminal;

Assemble data and prepare summaries, analysis, recommendations and reports.

LANE COUNTY
Administrative Assistant (Continued)

Provide a variety of program and policy information to the public and County staff.

Knowledge of:

Establish and maintain effective working relationships with those contacted in the course of work.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in business, personnel or public administration or a related field.

Experience:

Three years of responsible experience providing complex secretarial or administrative support to management.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.