

UNION COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ADMINISTRATIVE ASSISTANT III

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform complex administrative support for an assigned division or department and to supervise subordinate clerical staff.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates and directs department activities; assigns work; monitors work in progress; inspects completed work.

Performs customer service functions in person, by telephone, or by mail; provides information or assistance regarding department services, activities, forms, procedures, fees, or other issues; responds to routine questions and complaints; researches problems and initiates problem resolution; refers complaints/problems to appropriate personnel.

Provides more complex secretarial/administrative support for department management; screens telephone calls, mail, and other communications and initiates appropriate action/response; records dictation; types, composes, types, edits, or proofreads correspondence on behalf of management; records and/or transcribes correspondence, statements, minutes, or other information; keeps management informed of significant matters, messages, documentation, or other information.

Maintains calendar/schedule of activities for assigned department/division; schedules and confirms appointments, meetings, interviews, conferences, training activities, or other activities; updates calendar on a regular basis and notifies parties involved of changes.

Coordinates arrangements for various meetings; notifies participants of scheduled meetings; prepares meeting notices, agendas, and meeting packets; coordinates room reservations, setup, refreshments, and equipment required for meetings; attends meetings; records and/or transcribes meeting minutes; distributes documentation; maintains records.

Processes documentation pertaining to receipts and expenditures; prepares purchase orders and forwards purchasing data to the finance department; reviews invoices, purchase orders, or other documents for accuracy; researches discrepancies, assigns proper accounting/budgetary codes, obtains proper signatures, and forwards for payment; maintains files and records.

Serves as departmental human resources liaison; prepares new employee paperwork; processes documentation pertaining to personnel/payroll functions; reviews timesheets for accuracy and researches discrepancies; maintains attendance records, personnel/payroll files, employee rosters, and related records; provides information to Human Resources staff as requested.

Processes documentation pertaining to budget or general financial management; enters budget data into computer; assists with budget preparation; monitors expenditures to ensure compliance with approved budget; prepares bank deposits; coordinates internal accounting activities; maintains current balances for general ledger accounts.

Processes a variety of documentation associated with department operations within designated timeframes and per established procedures; receives, reviews, records, types, and/or distributes documentation; enters data into computer systems; logs, tracks, or maintains records regarding department activities; compiles data for further processing or for use in preparation of department reports; files, maintains, and stores hardcopy records.

Maintains file system of various files/records; prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; scans records into computer; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

Maintains inventories of supplies, forms, and equipment; ensures availability of adequate supplies to complete work activities; prepares and forwards purchase requisitions for needed materials, equipment, and supplies; receives/distributes incoming supply shipments.

Researches, compiles, and/or monitors administrative or statistical data pertaining to department operations; summarizes data, performs routine data analysis, and prepares reports; conducts research of department files, legal records, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.

Distributes documentation between department/staff members and internal/external individuals/agencies; operates fax machine to send/receive documentation; distributes/delivers incoming faxes, subpoenas, mail, or other documentation to appropriate personnel; sorts, organizes, opens, and/or distributes incoming mail; signs for incoming packages and delivers to appropriate personnel; processes outgoing mail; copies and distributes forms, reports, correspondence, schedules, agendas, or other documentation.

Prepares, types, proofreads, and/or completes various forms, reports, correspondence, newsletters, advertisements, lists, logs, notices, schedules, calendars, check requests, purchase orders, requisitions, budget documents, contracts, agreements, incident/accident reports, agendas, minutes, inventory records, charts, graphs, spreadsheets, brochures or other documents.

Receives various forms, reports, correspondence, logs, applications, invoices, check requests, purchase orders, personnel forms, budget documents, contracts, work orders, newsletters, policies, procedures, directories, reference materials, or other documentation; reviews, completes, proofreads, processes, forwards or retains as appropriate.

Communicates with County officials, department heads, County employees, the public and outside businesses and agencies as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Operates a personal computer, telephone, general office equipment or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree in Secretarial Science or related field; supplemented by three (3) year(s) of progressively responsible experience in clerical or administrative work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Union County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.