

LEE COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ADMINISTRATIVE ASSISTANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform secretarial/administrative work associated with providing support and processing information/documentation relating to an assigned department.

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.

Provides administrative support for the assigned department; processes a variety of documentation associated with department operations within designated timeframes and per established procedures.

Performs office management functions; coordinates daily activities of assigned department; monitors status of projects/workflow and troubleshoots problem situations; works to independently resolve problems and initiates appropriate action/response.

Provides secretarial/administrative support for management and/or staff of assigned department; relieves management staff of routine administrative tasks; screens telephone calls, mail, and other communications and initiates appropriate action/response; types, composes, edits, or proofreads various documentation.

Serves as liaison between the assigned department and other departments, staff members, County officials, the public, business representatives, outside agencies, or other individuals or organizations; conveys information among department personnel.

Maintains calendar of activities; schedules and confirms appointments, meetings, interviews, conferences, or other activities; updates calendar on a regular basis and notifies parties involved of changes.

Coordinates arrangements for various meetings, which may include preparing agendas and meeting packets, coordinating room setup/refreshments, attending meetings, recording/transcribing meeting minutes, distributing documentation, maintaining records, or other tasks as necessary.

Answers telephone calls and greets visitors; ascertains nature of business, directs callers/visitors to appropriate personnel, and records/relays messages; initiates and returns calls as necessary.

Performs customer service functions in person, by telephone, and by mail; provides information/assistance regarding department services, procedures, fees, or other issues; responds to routine questions or complaints; researches problems/complaints, initiates problem resolution, and performs follow-up to ensure necessary action is taken.

Processes accounts payable and financial documentation; reviews invoices, assigns proper budgetary codes, and forwards for payment; monitors departmental expenditures under current budget.

Processes payroll documentation; reviews employee timesheets for accuracy, researches discrepancies, and forwards for approval. May also enter payroll data into computer for payment; maintain attendance records and confidential employee files; distribute payroll checks.

Receives payments for various fees/services; records transactions, posts payments, and issues receipts; prepares revenues for deposit and forwards as appropriate.

Performs data entry functions by keying data into computer system; enters, retrieves, reviews or modifies data in computer database; verifies accuracy of entered data and makes corrections.

Types, prepares, and/or completes various forms, reports, correspondence, lists, logs, schedules, notices, agreements, statements, work orders, budget information, agendas, meeting minutes, warrants, inventory records, training records, or other documents.

Receives various forms, reports, correspondence, logs, lists, time sheets, incident reports, warrants, pawn sheets, payments, invoices, training records, applications, computer guides, maps, plats, ordinances, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, proofreads, processes, forwards or retains as appropriate.

Maintains file system of various files/records for the department; prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.

Maintains current lists, directories, operating manuals, policies, procedures, maps, organizational charts, and other reference materials.

Conducts research of department files, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.

Monitors inventory of department supplies and forms; ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement supplies.

Operates a personal computer, general office equipment, two-way radio, fuel system, digital camera, motor vehicle, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, desktop publishing, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and general office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Communicates with supervisor, employees, other departments, County officials, law enforcement personnel, public safety personnel, attorneys, government agencies, vendors, developers, appraisers, surveyors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

Assignment to Sheriff's Department may involve the following additional duties:

Organizes case files and assembles case folders; makes copies of case files for district attorney's office; maintains records of pending, inactive, and closed cases.

Operates state criminal information computer systems (GCIC) to retrieve/update criminal information and motor vehicle/license records; enters, removes, confirms, modifies, and/or updates entries and data as needed; receives and processes requests to obtain outstanding warrant information, criminal history reports, or driver history reports; researches stolen items in GCIC database; validates GCIC records and produces GCIC validation reports; produces monthly GCIC statistical reports of reportable incidents; ensures integrity/security of data and adherence to GCIC requirements; assists in troubleshooting GCIC terminal problems; assists in checking GCIC workbooks as needed.

Processes warrants; logs warrants generated by the department and warrants received from other agencies; enters warrant data into state criminal information computer (GCIC) system; prepares warrants for service by law enforcement personnel; makes service appointments for deputies, investigators, and vehicles.

Proofreads incident reports for accuracy and enters into computer; posts active incident reports to convey incident information to shift personnel; downloads case photographs as part of incident records and provides to officers.

Maintains current documentation for department; maintains current sex offender registry for public information; maintains copies of domestic violence reports for use by domestic violence task force; maintains current pawn records and vehicle records for cross-reference use by investigators; maintains current lists of officers and employees; maintains current jail handbook, inmate handbook, and inmate forms.

Performs miscellaneous tasks in support of the Sheriff's Department; conducts body searches of offenders; obtains urine samples and distributes results of urine testing; prepares jail menus; processes lunch tickets and revenues.

Assignment to Public Works Department may involve the following additional duties:

Provides direction, training, guidance and assistance to community services workers; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.

Processes accounts receivable and customer account documentation; prepares and processes customer account applications, notices, invoices, or other documents.

Prepares and distributes work orders; dispatches service calls and assists field personnel via two-way radio.

Organizes and maintains fuel systems; issues gas keys to County employees; maintains gas usage data and prepares fuel reports.

Solicits donations and support from local businesses.

Assignment to Fire Department may involve the following additional duties:

Maintains records of fire reports; logs/tracks the number and type of fires occurring in the County; assigns case numbers to fire reports.

Maintains hydrant records; prepares tags for new hydrants.

Maintains training records for firefighters; logs training details and hours for each firefighter; submits training data to Georgia Firefighters Standards & Training agency.

Maintains records of training exercises for Georgia Emergency Management Agency (GEMA); maintains current GEMA notices and information; submits records of training exercises for submittal to GEMA for disaster funding.

Maintains records of maintenance activities on fire trucks/vehicles.

Assignment to Planning & Development Department may involve the following additional duties:

Prepares grant applications; determines documentation required for grant updates; administers approved grant programs under direction of County Planner.

Coordinates final approval of developments in the County; records approved subdivisions.

Obtains complete legal documentation; schedules attorney review of documentation.

Records all applications and fees for zoning, variance, conditional use, plan review, and final approval requests.

Conducts special projects as assigned.

Compiles or monitors administrative and/or statistical data pertaining to department operations; analyzes and summarizes data; prepares data projections and reports; coordinates collection of data and preparation of administrative reports of activities and time/attendance records.

Prepares a variety of reports to submission to state/federal agencies; ensures timely submission of required reports to appropriate agencies/individuals.

Assists in developing long/short range strategic planning for overall development of the County and cities.

Posts zoning signs as required.

Submits legal advertisements to local legal organ.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, distributing documentation, processing incoming/outgoing mail, or conducting errands.

Performs general housekeeping tasks associated with maintaining work area.

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in office administration and personal computer operations; supplemented by three (3) years previous experience and/or training that includes office administration, administrative/secretarial work, basic bookkeeping, customer service, data entry, personal computer operations, and experience in department/area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Operation of Georgia Criminal Information Center (GCIC) computer system requires possession and maintenance of valid GCIC Terminal Operator certification. Operation of a motor vehicle requires possession and maintenance of a valid Georgia driver's license.

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 provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

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. May include counting, recording of counts, and basic measuring.

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 evaluation of information against measurable or verifiable criteria.

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 and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards.

Lee County, Georgia, 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.