



Job Description

TITLE:	Administrative Assistant	JOB CODE:	3912
DEPARTMENT:	Information Systems	FLSA:	Non-Exempt
PREPARED:	November 2005		
UPDATED:	August 31, 2020	LOCATION:	Aztec, NM

Summary: Under general supervision, performs a variety of secretarial, technical, organizational and administrative activities to support the functions of a department; coordinates schedules and maintains department calendars; prepares reports, processes invoices for payment and tracks budget expenditures.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Provides a broad range of administrative support to the department administrator and department staff; assists in training new support staff; assigns and reviews work of other support staff.
- Resolves problems, creates solutions and ensures the quality of the work products.
- Monitors budget, contracts and expenditures; collects, compiles and analyzes data and information; drafts reports for the department administrator as assigned.
- Coordinates the annual county budgeting process; monitors the budget cycle and department submittal timelines, organizes documentation, and coordinates the formal submittal process.
- Maintains department calendar; receives, opens, reviews and distributes mail; prepares purchase orders and vouchers; establishes and maintains filing procedures; coordinates and monitors assigned projects.
- Coordinates activities with other departments; gathers information and prepares documentation; responds to basic questions about department operations and programs; ensures effective communications with other agencies and functions.
- Maintains personnel and payroll files; researches files and computer databases; assures all administrative actions are in compliance with County policy, procedures and guidelines.
- Coordinates personnel administrative actions; prepares required documentation for approval.
- Researches inquiries from employees with personnel questions; reviews and processes forms to execute personnel change transactions.
- Maintains department statistical and employee information; collects statistical data and compiles data for reports; updates and assures the accuracy of data bases; creates management reports.
- Utilizes the County payroll computer system to input, access, retrieve, and analyze data; updates automated and manual computer records and tracking systems.
- Types, edits and prepares correspondence, memoranda, letters, legal documents, information packets and other communications; responds to routine letters and composes general correspondence as directed.
- Answers phones and determines nature of the calls; logs and routes calls to appropriate individuals, offices, work units, divisions or departments to handle inquiries and complaints; takes and delivers messages.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of County organization, operations, policies and procedures.
- Knowledge of administrative procedures, methods and practices.

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Administrative Assistant

- Knowledge of customer service principles, practices and techniques.
- Knowledge of a variety of computer software applications including Microsoft Office.
- Knowledge of County accounting and budgeting systems.
- Knowledge of the basic principles of record keeping and records management.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in coordinating calendars, appointments, room assignments and similar activities.
- Skill in researching, compiling and preparing reports and related information.
- Skill in following complex oral and written instructions, policies and procedures.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.

Education and Experience

- High School diploma GED equivalent and four (4) years of administrative, clerical or secretarial experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____