



## Job Description

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<b>TITLE:</b> Office Assistant III	<b>JOB CODE:</b> 4908
<b>DEPARTMENT:</b> Alternative Sentencing (DWI)	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Clerical
<b>UPDATED:</b> April 12, 2022	<b>WORK LOCATION:</b> Farmington, NM
	<b>REMOTE WORK ELIGIBLE:</b> NO

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**Summary:** Under general supervision, performs a variety of clerical, technical, organizational and administrative activities to support the functions of the Alternative Sentencing department for DWI. Often the front-line representative of San Juan County, this position must possess outstanding public relations and communication skills.

**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.*

- Maintains department files; researches files and computer databases; assures all administrative actions are in compliance with County policy, procedures and guidelines.
- Researches inquiries from employees with personnel questions; reviews and processes forms to execute personnel change transactions.
- Maintains department statistical information; collects statistical data and compiles data for reports; updates and assures the accuracy of databases; 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.
- May assist in planning, directing and evaluating the work of subordinate clerical staff.
- Monitors budget, contracts and expenditures; collects, compiles and analyzes data and information.
- 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.
- Keys, 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 administrative procedures, methods and practices.
- Knowledge of customer service principles, practices and techniques.
- Knowledge of County policies and procedures.
- Knowledge of a variety of computer software applications including Microsoft Office.

## Job Description

### Office Assistant III

- Knowledge of County accounting and budgeting systems.
- Knowledge of the basic principles of record keeping and records management.
- Skill in advanced office procedures.
- 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 or GED equivalent and five (5) years of administrative or clerical 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:

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____