



Job Description

TITLE: Office Assistant III	JOB CODE: 4909
DEPARTMENT: County Executive Office	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Clerical
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under general supervision, performs a variety of secretarial, technical, organizational and administrative activities to support the functions for the CEO, Safety, and HCAP offices. The Office Assistant III will assist and/or perform the duties of the Executive Administrative Assistant as needed. This office professional shall have good communication skills, flexible, organized, self-motivated, and customer service skills to provide comprehensive administrative support.

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.*

- 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.
- Provide administrative support with Safety Program for the following:
 - Tracks and notifies employees of immunizations; logs and maintains records of immunizations.
 - Assist with notifications and updates to CDL and medical card.
 - Updates all logs and systems data bases for personnel and training.
- Provide administrative support with Health Care Assistance Program for the following:
 - Any assistance necessary with application review and claims entry.
 - Assist with interviews as needed.
 - Assist with reporting or payment of providers as needed.
 - Any other duties as needed by HCAP Coordinator.
- Provide administrative support with Non-HCAP Detention Center claims with the following:
 - Enter claims into iReach system.
 - Do any reporting requested by Adult Detention Center.
 - Enter providers in iReach as contracted by Adult Detention Center.
 - Assist Adult Detention Center as needed.
- 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.
- May assist with travel arrangements.
- May assist with scheduling appointments for CEOs and San Juan County Commissioners.
- May assist with setting up meetings; takes and transcribes minutes of meetings.
- Maintains vehicle log; schedules vehicles for maintenance and repairs; tracks gas purchases.
- Performs other related duties as assigned.

Required Knowledge and Skills:

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Office Assistant III

- 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.
- 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 Handling sensitive and confidential data and ensures the quality and integrity of all information produced.
- 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 three (3) years of administrative, clerical or secretarial experience.
- Notary Public.
- 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:** _____