



## POSITION CLASSIFICATION DESCRIPTION

**Job Title:** Part time Administrative Assistant

**Reports To:** County Administrator

**FLSA Status:** Non-Exempt

**Department:** Administration

**Division:** Office

**Location:** 109 West Main

**Prepared By/Date:** Billye Morgan 11-16-2018

**Approved By/Date:** Melissa Brunner – 11-19-2018

**Summary:** Under the general supervision of the County Administrator, assists in the operations of the Administration Department and serves as the liaison between Board Members and the public.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Greet and assist public
- Answer incoming calls and assist or direct accordingly
- Open and distribute daily mail
- Order office supplies
- Maintain county vehicle titles
- Maintain phone extension list
- Review and distribute invoices
- Check invoice status ready for payment
- Manage the filing of invoices, W-9 etc.
- Call vendors regarding disputes
- Maintain BOCC calendar and vehicle schedule
- Responsible for deliveries of deposits to Treasurer
- Maintain receipt files
- Stuff checks in envelopes for mailing and distribution
- Responsible for maintaining monthly utilities spreadsheet
- Create folders for filing of monthly payables
- Assist with timesheets
- Track evaluations
- Coordinate travel plans for the Commissioners

### **Qualifications and Competency:**

To perform the job successfully, an individual should demonstrate the following:

**Education/Experience:** One year related experience and/or training; or equivalent combination of education and experience. Experience in Bookkeeping/Accounting.

**Language Ability:** Have strong written and oral communication and computer skills.

**Math Ability:** Basic math

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Possess and exercise sound and independent judgment within general policy guidelines

**Computer Skills:** demonstrate knowledge of Microsoft Word, Access, Outlook and Excel; General internet research; GIS preferred.

**Certificates and Licenses:** Equivalent of one year office experience.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

**USE OF THIS JOB DESCRIPTION**

***THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.***

Nothing in this position description restricts Montezuma County’s ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County’s assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or other reasons deemed appropriate by the County.

I have received the Administrative Assistant job description dated 11/19/2018. I understand that I am to become familiar with its contents.

Signature of Employee \_\_\_\_\_

Name of Employee \_\_\_\_\_

Date \_\_\_\_\_