

2/3/2018

**MILLS COUNTY SECONDARY ROADS
JOB DESCRIPTION**

POSITION TITLE: Administrative Assistant
REPORTS TO: County Engineer, Office Manager
SUPERVISES: N/A

PURPOSE OF POSITION: Responsible for assisting the office manager and other department personnel with routine office administrative duties to ensure efficient operation of the office.

ESSENTIAL FUNCTIONS:

Answer phone calls and direct same to the appropriate department personnel.

Assist in the development and preparation of various reports.

Maintain filing system for office policies and procedures, updating when necessary.

Assist in planning, organizing, and scheduling appointments for the department.

Assists visitors to the office by responding to public suggestions and complaints regarding the department.

Assist in preparation and maintaining written and electronic records and reports including but not limited to expense and revenue, annual budget, contact lists, and office supplies.

May operate a County vehicle in the performance of some job duties.

Operates a personal computer with proficiency in Microsoft Office and/or related software.

MARGINAL FUNCTIONS:

Performs other duties as directed by supervisor or engineer as the situation dictates

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Thorough knowledge of office management systems and procedures.

Working knowledge of office equipment, such as printers, computers, and fax machines.

Proficiency in Microsoft Office Suite, particularly, word, excel, and power point.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

High School diploma or GED at a minimum, Associates Degree in business administration or equivalent preferred.

Must possess and maintain a valid State of Iowa driver's license.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Must be able to lift and carry items weighing up to 50 pounds.

Work is performed primarily in an office setting.

Incoming and outgoing telephone calls, as well as greeting the public in person are normal everyday activities.

