

Administrative Assistant

Reports to: County Administrator

Job Summary: The Administrative Assistant shall provide administrative assistance for the County Board and all county board supervised offices.

Supervision: County Board Chair & County Administrator.

Essential Functions:

1. Performs reception duties to include phones, filing, correspondences, and routine office cleaning.
2. Maintain courteous and friendly customer service for the County Board offices, direct issues and problems to the appropriate party for resolution.
3. Provide central point of contact for IT trouble tickets.
4. Maintains all necessary files pertaining to County Board office business.
5. Committee and Board meeting preparation to include room set up and packet preparation/distribution and posting.
6. Coordinate the County Board Committee system in conjunction with the County Administrator.
7. Responsible for attending all meetings, preparing the agenda, meeting minutes, filing and maintaining all necessary records and documents, preparing any reports or research for all of the County Board meetings including but not limited to standing committees, ad hoc committees, other Boards, and following up on actions as directed by the County Administrator.
8. Work with elected offices and county departments on assignments as directed by the County Administrator.
9. Keep County Board calendar up to date and notify all parties of meeting dates and any changes in scheduling
10. Deliver mail to all offices daily.
11. Coding and reporting of County Board bills
12. Routine information updates on the County Website
13. Provide clerical support for Animal Control Department as directed by the County Administrator
14. Provide clerical support for Worker's Compensation as directed by the County Administrator
15. Order, replenish, stock supplies and run monthly errands for County Board offices.
16. Organize receptions as requested
17. Perform other duties as required/assigned by County Administrator and/or County Board Chairman

Minimum Qualifications:

1. High School diploma
2. Skills in math, accuracy and precision, organization, willingness to follow recommended procedures, honesty, patience, good written and oral communications skills, good people skills, team player and experience in using word processing & spreadsheet applications.
3. Jackson County residency preferred