

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Administrative Assistant**

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**Exempt (Y/N):** No

**DATE PREPARED:** 2013

**DEPARTMENT:** Assessor

**SUPERVISOR:** Chief Deputy Assessor

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**SUMMARY:**

Under the direction of the Assessor, the Administrative Assistant assists the Assessor with office management and correspondence. This position also assists office staff, attorneys, title searchers, and the general public with research of assessment records. The Administrative Assistant acts as a liaison and functions as the “gate keeper” for the Assessor. The Administrative Assistant performs queries from the Assessor’s database to generate specialized reports, as well as assisting the Real Estate Department by searching for and printing necessary documents from other county offices for assessment records management. This position is also responsible for balancing the cash drawer for customer copy money.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Administrative Assistant to the elected official.
2. Provide general information to the public about services provided and direct them to the appropriate records and/or department.
3. Respond to written, telephone, and e-mail requests from the general public.
4. Receipt monies collected for copies, maps, and deposit them with the Treasurer.
5. Verify invoices and forward to comptroller for payment in a timely manner.
6. Maintain appropriate records of purchase orders and invoices for auditing and budgeting purposes.
7. Open, distribute, and process daily mail.
8. Help resolve problems and deal with the public in a professional manner.
9. Assist persons requesting copies of assessment records and maps.
10. Make certify copies of documents created by the Assessor’s Office.

11. Maintain appropriate files as needed by the Assessor for meeting minutes, correspondence, and office equipment.
12. Assist the Assessor in maintaining records in a neat and orderly manner and in maintaining a pleasant and comfortable working environment.
13. Scan all selected documents into the programs used by the real estate and business/personal staff.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree or related experience is desirable. A minimum of high school diploma or general education degree (GED) and/or three years of previous office experience in addition to general knowledge of assessment practices and procedures are required.

**OTHER SKILLS and ABILITIES:**

Incumbent must possess excellent interpersonal skills when dealing with the public and other employees and is often called upon to make independent judgment at a moment's notice. The employee must be organized and able to work with numerous interruptions. The incumbent must have a general familiarity with the functions and records of County offices. Incumbent must be familiar with both manual and computerized records searches. The incumbent must have knowledge of modern office equipment, especially computer and microfilm printers.

**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.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear; use hands to finger, handle or feel objects. Also, the employee must climb ladders, reach with hands and arms, and stoop, kneel, or crouch. Specific vision abilities required by this job include distance and close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

**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.

The noise level in the work environment is usually moderate. The air quality is usually good; however, mold spores and dust mites are present in many of the older records. Persons with severe allergies many need to take extra precautions while working with older documents.