

WASHINGTON COUNTY
Job Description

JOB TITLE: Assistant Office Manager

Exempt (Y/N): No

DEPARTMENT: Road Department

DATE PREPARED: October 2011

SUPERVISOR: Office Manager

SUMMARY:

incumbent provides general secretarial assistance receptionist and answers the telephone for the department. Ensures that all office functions are performed efficiently and in a professional and timely manner to maintain office continuity. The incumbent is essentially the 'gatekeeper' for the office as well as providing secretarial support. Interacts with the public over incoming road matters. Initiate and install new ideas for efficient operations. Ensure that each situation is handled according to County, State and Federal policies and guidelines.

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

1. Acts on behalf of Office Manager in his/her absence.
2. Greet individuals entering the office, provide information, or direct them to the appropriate individual within the office.
3. Answer telephone, direct phone calls to appropriate person, or take messages in a polite and efficient manner.
4. Resolve problems and deal with customers in as professional manner, when required.
5. Perform secretarial duties, which include word processing, data entry, photocopying, filing, prepare and send mailings/correspondence, open/distribute mail, FAX documents. Billing documents and help in the building and maintenance of all databases. Basic computer skills in MS Word, Excel, Access, and Outlook required.
6. Maintain office files in an accurate and efficient manner.
7. Maintain office equipment in working conditions. Call for service and/or repair, as required.
8. Receive, review, enter and maintain weekly filing of Brush Hog, Grader, Time and Equipment and gravel reports. Prepare weekly summary of missing reports for supervisors.

9. Responsible for issuing, filing and closing Road Permits. Maintains logs, database and financial records.
10. Responsible for Tile receipts, proceeds, records and inventory control.
11. Responsible for receivable entries into database. Prepare and file paperwork for monthly Purchase Card statements, as well as input repair/ work orders for shop.
12. Figure time cards, hours, sick-leave, etc. Maintain files for Sick/Vacation time used.
13. Provide assistance to other office staff and perform miscellaneous duties as assigned by a supervisor.
14. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
15. Ensure that all duties assigned are professionally and ethically performed in accordance and within the law to protect the individual rights of all citizens in Washington County.
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17. Ensure that all duties assigned are performed in an efficient and responsible manner according to office policy and procedures.
18. Must be capable of performing the Office Managers duties in his/her absence.
19. Maintain checks and monies for tile, gravel, vehicle repairs and sign sales, record and deliver to Treasurer's Office on a daily basis. Also, maintain petty cash; approximately \$200,000 in checks per year.
20. Regular attendance is mandatory for this position.
21. Due to staggered working hours of Office Manager and Assistant Office Manager, the Assistant Office Manager assumes all responsibilities of the office during certain periods of the day.
22. Perform other duties as assigned.

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:

Minimum of high school diploma or general education degree (GED) with two (2) years clerical/secretarial schooling and/or word processing training; and minimum two (2) years previous secretarial/clerical experience in general office skills and computer software application knowledge..

OTHER SKILLS and ABILITIES:

The incumbent should possess good communication skills, as frequent contact is required with the public and others. The incumbent should also possess good organizational skills for prioritizing workloads. The incumbent must have knowledge of modern office practices, procedures, Microsoft Office software and equipment. Clerical/Secretarial skills include computer navigation in Microsoft Word, Excel, Publisher and Power Point, software application knowledge, accurate typing/data-entry, calculator (10-key), copier, FAX, etc.

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 must frequently sit and talk or hear; use hands to finger, handle, or feel objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include the ability to adjust focus and close vision.

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.