

Uintah County

Job Description



Title:	Facilities Administrative Assistant	Code:	435
Division:	Administration	Effective Date:	3/07
Department:	Facilities Management	Last Revised:	3/07
FLSA Cat:	Non-Exempt	Pay Grade:	12

GENERAL PURPOSE

Performs a variety of **complex clerical and general administrative duties** as needed to ensure the efficient and effective operations of the county facilities.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Facilities Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Maintains computerized maintenance management program by generating, distributing and tracking repair orders. Performs routine clerical tasks such as operating copiers, filing, answering telephones, and sorting and distributing mail.

Completes special projects as assigned. Performs a combination of clerical tasks in support of other clerical staff and employees.

Regularly applies knowledge in a variety of computer and word-processing software to complete clerical tasks. Utilizes knowledge of different types of software to edit and reformat written or electronic correspondence, drafts including correcting function codes, adjusting spacing and formatting, and standardizing correspondence into appropriate format.

Researches, creates, generates and distributes functional publications, forms, reports, tables, and graphs as required.

Maintains computerized maintenance management program by generating, distributing and tracking repair orders.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school with course backgrounds in accounting, bookkeeping or some other related field;

AND

B. Three (3) years responsible work experience in an administrative assistant function;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of spreadsheets, word processing, database management software. General office management; inter-personal communication skills.

Ability to work quickly and accurately with numbers; performs basic mathematical computations; operates various types of office equipment such as adding machine, PC, etc.; works under time pressures in meeting deadlines; communicates effectively and verbally and in writing; accesses e-mail and effectively functions in a computerized communications environment; develops and maintains effectively working relationships with professionals, the public and fellow employees.

3. Special Qualifications:

Must be able to type.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)