

UNION COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ADMINISTRATIVE ASSISTANT I

PURPOSE OF CLASSIFICATION

The purpose of this classification is to specialized administrative and clerical work in support of an assigned department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs customer service functions in person, by telephone, or by mail; provides information or assistance regarding department services, activities, forms, procedures, fees, or other issues; responds to routine questions and complaints; researches problems and initiates problem resolution; refers complaints/problems to appropriate personnel.

Processes a variety of documentation associated with department operations within designated timeframes and per established procedures; receives, reviews, records, types, and/or distributes documentation; enters data into computer systems; logs, tracks, or maintains records regarding department activities; compiles data for further processing or for use in preparation of department reports; files, maintains, and stores hardcopy records.

Maintains file system of various files/records for the assigned area; prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; scans records into computer; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

Researches, compiles, and/or monitors administrative, statistical or legal data pertaining to department operations; summarizes data, performs routine data analysis, and prepares reports; conducts research of department files, legal records, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.

Prepares, types, proofreads, and/or completes various forms, reports, correspondence, newsletters, lists, directories, logs, notices, schedules, calendars, agendas, minutes, motions, ordinances, resolutions, inventory records, charts, graphs, spreadsheets, brochures or other documents.

Receives various forms, reports, correspondence, logs, legal documents, court documents, newsletters, policies, procedures, manuals, handbooks, directories, reference materials, or other documentation; reviews, completes, proofreads, processes, forwards or retains as appropriate.

Communicates with County officials, department heads, County employees, the public and outside businesses and agencies as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Operates a personal computer, general office equipment or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by two year(s) of experience in clerical or administrative work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain certification as a Notary Public

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Union County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.