

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Board of Commissioners

Unit: Building Code

Name:

Position Title:

Class Title: Administrative Assistant

Class Number:

Dept./Div.: Building Code

Civil Service Status: Unclassified

Reports To: Chief Inspector

Employment Status: Full-time

Pay: Resolution

FLSA Status: Non-Exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education supplemented with bookkeeping, business and data entry experience courses with one and one half (1 ½) years' experience in bookkeeping or data entry or equivalent combination. Must be proficient in computer operation and have extensive knowledge of Microsoft office software.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license with acceptable driving record.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Computer, calculator, typewriter, telephone, office copier.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

None

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

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Class Title: Administrative Assistant

Class Number:

Supervisor's Title: Chief Inspector

Number:

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

50% (1) Maintains computerized account records; records and balances payments received; prepares and mails statement; establishes and maintains billing system; ensures bills are prepared and collected; pursues overdue payments; reviews data for accuracy, etc.; prepares reports; processes claims electronically and by mail; maintains confidential and financial records; serves as an aide to the Chief Inspector and handles matters of a confidential or sensitive nature.

(1) **Knowledge of:** (a)*; (b); (c); (d); (e).
Skill in: (i); (j); (k); (l).
Ability to: (m), (n), (o), (p); (q); (r); (s); (t).

20% (2) Maintains employee payroll records; prepares payroll for payment; maintains employee sick and vacation records; prepares reports; reviews and evaluates employee payroll forms; calculates and processes payroll.

(2) **Knowledge of:** (a)*; (b); (c); (d); (h).
Skill in: (i); (j); (k); (l).
Ability to: (m), (n), (o), (p); (q); (r); (s); (t).

15% (3) Performs other clerical and support tasks; typing, answers phone, copies documents, operates and maintains office equipment; files and retrieves information; opens, sorts and dates mail; prepares correspondence, reports, forms meeting notes; maintains log. Assists in answering complaints and inquiries from the public.

(3) **Knowledge of:** (a)*; (b); (c); (d); (e).
Skill in: (i); (j); (k); (l).
Ability to: (m), (n), (o), (p); (q); (r); (s); (t).

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15% (4) Oversees purchasing of office and/or station supplies, materials and equipment; ensures supplies and equipment are delivered; maintains asset inventory records; prepares vouchers to authorize the payment of bills and statements. Monitors expenditures; maintains records associated with budget and expenditures.

(4) **Knowledge of:** (a)*; (b); (c); (d); (e); (f); (g).
Skill in: (i); (j); (k); (l).
Ability to: (m), (n), (o), (p); (q); (r); (t).

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) organizational policy and procedures*; (b) office management; (c) bookkeeping procedures; (d) records management; (e) public relations; (f) inventory control; (g) purchasing; (h) payroll practices.

Skill in: (i) typing; (j) computer operations, (k) data entry; (l) office equipment operation.

Ability to: (m) follow oral and written communications; (n) add, subtract, multiply and divide fractions, decimals and percentages; (o) prepare and maintain accurate documentation; (p) maintain records according to established procedures; (q) develop and maintain effective working relationships; (r) communicate effectively; (s) arrange items in numerical or alphabetical order; (t) compile and prepare reports.