

JOB TITLE: Administrative Assistant

TR/3

DEPARTMENT: Transportation, Rutherford County

JOB SUMMARY: This position is responsible for providing secretarial and clerical support to the department.

MAJOR DUTIES:

- o Composes and types routine correspondence; types documents, technical and statistical reports, and other materials as directed.
- o Reviews and proofreads documents, records, and forms for accuracy, completeness, and compliance with policies and procedures.
- o Collects information from various sources and compiles data for routine and special reports; enters data in computer.
- o Schedules appointments and arranges committee meetings; records and transcribes meeting minutes; prepares agendas and meeting packets.
- o Greets visitors and directs them to appropriate department and/or person.
- o Assists with the application for and execution of grants.
- o Reviews and prepares invoices for payment.
- o Establishes and maintains bookkeeping and records management systems and procedures.
- o Performs general secretarial duties, including copying documents, sending and receiving facsimiles, opening and distributing mail, answering telephones, and filing.
- o Processes purchase orders for the department; orders department vehicles base on state guidelines.
- o Serves as secretary to Transit Advisory Board.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern office practices and procedures.
- o Knowledge of basic bookkeeping.

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- o Knowledge of department policies and procedures.
- o Knowledge of county government departments and functions.
- o Skill in maintaining files and records.
- o Skill in performing basic mathematical calculations.
- o Skill in using a computer, copier, calculator, facsimile machine, and postage meter.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Transportation Director assigns work in terms of general instructions. The supervisor spot-checks work upon completion for accuracy, compliance with procedures, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related administrative and clerical duties. Frequent interruptions contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to provide administrative and clerical support to the department. Successful performance contributes to the efficient operation of the department.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other county employees, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.