

CLAYTON COUNTY, GEORGIA

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ADMINISTRATIVE ASSISTANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide administrative and complex clerical support to an assigned department. Work involves assisting department management with budgeting, purchasing, and personnel activities; preparing reports, correspondence, and other materials; entering and retrieving information from department databases; maintaining automated and manual files; and assisting callers, customers and/or visitors.

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.

Assists department management with budget related activities; reviews monthly financial reports; provides information on past budgets and expenditures for use in developing budget proposals; and retrieves and reports information on expenditures and current fund balances.

Prepares varied and complex department documents, records, reports, and forms requiring knowledge of programs, policies and procedures. Initiates reports and documents based upon knowledge of department operations, reporting requirements, and established deadlines. Researches, compiles, consolidates, and/or tabulates information; incorporates information into requested reports and other prepared materials; proofreads for accuracy and completeness; and distributes upon approval.

Maintains assigned inventories; prepares, reviews, and processes purchasing documents; prepares purchase orders for needed materials, equipment, and supplies; receives and distributes incoming supply shipments; reviews and codes invoices; and forwards for payment.

Serves as liaison between department management and customers and section staff/employees; responds to questions regarding department activities and services; explains policies, procedures and operations; and follows up to obtain additional information. Oversees the work of section staff; provides guidance and direction as needed.

Maintains calendar for department management; schedules meetings and appointments; makes necessary travel arrangements; prepares and distributes agendas; and obtains requested audio-visual equipment.

Clayton County, Georgia ~ Administrative Assistant

Enters information into department programs and databases; updates database information; creates new spreadsheets/files; and purges old data as appropriate. Researches information from databases and incorporates into reports, summaries, and other assignments.

Maintains department/program references such as vendor lists, Code books, training manuals, standard operating procedures; mailing lists

Answers department telephones; provides assistance, requested documents and information; refers callers to other staff members as appropriate; and takes messages. Receives, dates, and distributes incoming mail. Prepares outgoing mail.

ADDITIONAL FUNCTIONS

Prepares folders; maintains files of department correspondence, program records, legal documents, etc.; photocopies documents and distributes and/or files; and requests information from other departments as necessary to complete department records/files.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) years of clerical and administrative support experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

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 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.

Clayton County, Georgia, 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.