

Saguache County
Job Description

Job Title: Administrative Clerk
Department: Administration
Reports to: County Administrator
FLSA Status: Nonexempt

SUMMARY

Performs varied secretarial support work for the department to include data entry including payroll and Account Payable data, and the preparation of routine correspondence and reports. Answers telephone, routes calls, and provides general information to the public in a friendly and courteous manner. Responsible to Saguache County Administrator.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned and will be performed as directed.

Answers the telephone, routes calls, provides public with general information regarding department and County services, and responds to complaints and request with limited supervision from supervisor. Acts as a Administrative Clerk. Assists visitors as needed. Schedules appointments with Administrative staff.

Types memos, letters, reports, and general correspondence from rough draft and may personally compose routine replies. Does data entry for payroll and Accounts Payable, and performs other routine accounting tasks under supervision.

Receives, opens, and routes departmental mail; distributes departmental correspondence to appropriate destination, respecting confidentiality. Processes out going mail.

Creates and maintains computerized filing systems; enters data; cross-indexes and files documents and correspondence alphabetically, numerically or by other designated classification.

Researches information as needed. Prepares reports and provides information based on the research.

Maintains on going inventory of office equipment and furniture.

Orders office and maintenance supplies.

Maintains office calendars.

Assembles a variety of data from office records for incorporation into various departmental reports.

Records various departmental statistics and maintains ongoing lists and logs.

Assists department management with various special projects or programs to include maintaining records and coordinating tasks, and scheduling special events.

Assists department management with researching, applying for, tracking, and reporting on grants.

Updates and maintains procedure manuals and operations instructions.

Performs other related work as required by the Administrator.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Graduate or equivalent. One to two years related experience and/or training; or equivalent of education and experience.

One to two years computer experience; Microsoft Excel and Microsoft Word preferred.

Ability to organize files, relate to the public and respect confidentiality of information. Experience with computers preferred.

LANGUAGE SKILLS

Ability to read and interpret complex documents. Ability to respond effectively to sensitive inquires or complaints.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables. Ability to define problems, collect data, establish facts and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS

None Required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 15 pounds, and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Typically there are several hours of computer work required each day.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is also exposed to hazardous situations which involve angry or upset employees or citizens. The noise level in the work environment is usually moderate.

Employee works in a standard office environment where there is freedom to sit, stand or walk at will. Employee maybe required to work outside the office at community buildings, work sites, and other settings.