



**Administrative Assistant I**  
**Administrative Assistant II**  
**Administrative Assistant III**

**Class code:** 1010, 1011, 1012

**Employee Group:** Management/Confidential

**FLSA:** Exempt/Non-Exempt

**Salary Band:** 1, 2, or 3 (depending on assigned points)

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### **I. Position Summary**

Performs secretarial functions and administrative duties to contribute to efficient office operations within the department; performs clerical, budgeting, personnel and coordinating functions requiring a comprehensive understanding of the administrative and technical operations of a department; and, provides administrative support and performs office management duties for an elected official or other senior management position.

### **II. Supervision Exercised**

May act as a supervisor or a lead to various classifications.

### **III. Examples of Essential Position Duties**

- Coordinates the office operations, providing confidential secretarial support to a department director or manager.
- Provides staff assistance in operations, administration, organization, and budget monitoring of a department or division. Coordinates the scheduling of major activities and the work flow to accomplish operating objectives. Establishes office systems and procedures.
- Oversees or performs purchasing, accounting, inventory control, and budget monitoring functions to assist in providing fiscal accountability; assists in budget preparation; monitors departmental expenditures, processes and reconciles billings, purchase orders, revenues, and deposits; uses established policies, methods and procedures to purchase supplies, materials, or equipment; assures that appropriate fiscal records and reports are prepared.
- Independently researches, collects, analyzes, and interprets statistical and other data from varied sources; prepares written and summary reports and makes recommendations regarding their feasibility based on studies, surveys, and analyses.
- Assists in personnel administration functions by maintaining personnel records, preparing time cards and payroll records; may assist in recruitment, hiring and training of office, technical or professional staff.
- Establishes, maintains and updates detailed records, files, lists, and logs on computerized and manual recordkeeping systems to assure accurate and reliable statistical reports; verifies and inputs data specific to area of assignment; searches files and records for readily identifiable information as directed.
- Screens incoming calls, mail and visitors, prioritizing relative importance of each. Provides detailed information regarding established department services or processes within scope of authority. Responds to complex inquiries, concerns, and complaints regarding services provided, or refers to appropriate individual.
- Prepares correspondence, documents, grants, minutes, forms, files, reports and other written documentation; may review and process legal documents such as contracts, agreements, bids and petitions.

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- Serves as a secretary to boards, hearings, and councils; prepares notices, agendas and supporting materials; takes and transcribes minutes from handwritten, printed copy, shorthand notes, voice recording or from dictating equipment; prepares and distributes final minutes and reports; conducts follow-up assignments as necessary, including project research and personnel matters.
- In accordance with the County's policies, applicable collective bargaining agreements and laws, may organize and supervise the work of assigned employees; may provide training for subordinates and review work performance; may evaluate work performance and effectively recommend the hiring, discipline, transfer and termination of subordinate employees.
- Acts as a liaison with other departments and outside agencies to coordinate activities as directed.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other County staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime, as well as working irregular hours, may be required.
- Performs other related duties as assigned.

### **IV. Knowledge, Skills and Abilities**

- Thorough knowledge of secretarial and office practices, procedures and equipment.
- Thorough knowledge of and ability to use business English, including composition, spelling, grammar, punctuation and letter format.
- Thorough knowledge of departmental and County office functions and procedures and ability to apply and explain them in detail as required in performing duties.
- Knowledge of principles and practices of secretarial and office management, work organization, budgeting practices bookkeeping and office systems.
- Knowledge of and ability to interpret, apply and explain County and department documents policies, procedures and legal requirements applicable to area of assignment.
- Knowledge of basic math, including the ability to add, subtract, multiply and divide accurately.
- Knowledge of modern supervisory principles and practices.
- Skill in operating standard office equipment such as typewriter, computer, transcriber, calculator and photocopier.
- Excellent oral communications skills to explain policies, regulations, and procedures and to work effectively with other employees, agencies and the general public using courtesy, tact and good judgment.
- Ability to work independently, prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail.
- Ability to plan, organize, schedule, and coordinate office operations and the work of assigned staff.
- Ability to analyze and make decisions and judgments relating to area of responsibility.
- Ability to prepare effective written reports, correspondence, memoranda, policies and other written documents.
- Ability to set work priorities and direct, guide, motivate and evaluate the work of assigned subordinates.
- Ability to establish and maintain filing and recordkeeping systems.

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- Ability to maintain the confidentiality of sensitive and confidential materials and information.
- Ability to type at a level required for specific position and may require the ability to take shorthand

**V. Minimum Requirements** (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

### **Education and Experience**

- High school diploma or GED AND one year of vocational training or college courses in business, office administration or related field, AND three years of progressively responsible secretarial and/or office administration experience, which includes bookkeeping, program budgeting and personnel administration and lead worker responsibilities, preferably in the area of assignment; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

### **Licenses, Certificates and Other**

- Valid Oregon State Driver's License with acceptable driving record required for some positions.
- Notary Public may be required for some positions.

**Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Requires exerting up to 20 pounds frequently, 50 pounds occasionally, of force to move objects. Minimum physical effort is required. Some positions require driving.

### **Working Environments**

Work is generally performed in an office environment and may include exposure to disruptive people.

### **VI. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

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