



County of Calhoun

Job Description

Job Title: Administrative Assistant

Department: 2900 - Historical Commission

Reports To: Historical Commission Director

FLSA Status: Non-Exempt

Prepared Date: 10/2/2023

Approved By: HR

Approved Date: 10/4/2023

Summary

Plans, directs, and coordinates activities of designated project to ensure project goals and objectives are accomplished within prescribed time frames and funding parameters by performing the following duties.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Provides administrative support to the department head and staff, performing such duties as scheduling and coordinating meetings, appointments and tours, maintaining calendars, researching and compiling information for reports, composing and/or preparing routine and reports and correspondence, etc.
- Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate personnel; takes messages as needed.
- Greets and assists visitors.
- Collects, posts and deposits various fees; processes invoices; prepares related reports to be sent to Finance.
- Composes, prepares, transcribes, types, copies, files, processes, mails and/or transmits various forms, records reports notices, correspondence and other documents.
- Performs other general clerical work, including but not limited to copying documents, filing and retrieving files, sending and receiving faxes, entering and retrieving computer data, preparing spreadsheets, assembling materials, processing daily mail etc.
- Coordinates specialized events through scheduling and planning to generate engagement and entertainment.
- Coordinates marketing and promotion of special projects and events, newsletter, social media, website, etc.
- Attends training, meetings, seminars and/or workshops to enhance job knowledge and skills.
- Responsible for county tours for children and adults.

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

Associates Degree preferred; and/or three to five years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

Microsoft Office Proficient, ability to design and edit websites, knowledge of desktop publishing, creation and editing software.

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 frequently required to stand. The employee is occasionally required to sit; walk and use hands to finger, handle, or feel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

While performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

This job description does not constitute an employment agreement between the County and the employee and is

subject to change by the County as its needs and requirements of the job change.