



DELAWARE COUNTY BOARD OF COMMISSIONERS
AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Administrative Assistant 1, Operations	Posting Dates:	
Department/Address:	Delaware County Regional Sewer District (DCRSD)	Position Type:	Full Time
Typical Work Schedule:	7:00 am – 3:30 pm Mon - Fri	Pay Range:	County Compensation Plan PAT 2
Contact Information:	740/833-2120	FLSA:	Non-exempt
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		

Objectives

Individual is responsible for providing administrative and office management support to the operations of the Regional Sewer District. Individual reports to the Director/Designee.

Job Standards

- Associates degree in Business or related field combined with three years related work experience preferred or High School diploma or GED and five-years of related work experience. Must possess a valid Ohio driver's license and acceptable driving record.
- Must meet and maintain qualifications for driving on County business at all times. All required licenses and certifications must be maintained as a continued condition of employment.
- Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individual confronts a wide variety of problems that are solved by asking co-workers questions and drawing conclusions.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Demonstrates regular and predictable attendance;
- Prepares district payroll and maintains, comp time, overtime, personal time, sick leave and vacation balances;
- Assists in project and service proposals and preparation and completion of contracts;
- Prepares and submits purchase order requisitions following established organization keys and assigning expenditure object descriptions;
- Maintains records of expenditures and receivables and process district bills for payment;
- Maintains confidentiality and appropriately manage sensitive information; Demonstrates excellent interpersonal skills.
- Researches and prepares data to assist management in negotiations;
- Maintains records including, but not limited to, employee training, certification renewals, uniforms;
- Processes incoming and outgoing documentation and correspondence;
- Delivers excellent customer service, externally and internally;
- Performs data entry, word processing, and related computer operations;
- Answers telephones, screens calls, make referrals, gives and receives information;
- Assists customers and clients with questions and complaints;
- Operates office equipment as needed;
- Performs accounting and bookkeeping functions;
- Schedules meetings and appointments;
- Maintains assigned work areas;
- Orders supplies;
- Works overtime and outside of typical work schedule/business hours as required;
- Performs any related essential functions as required;
- Other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

Performs any related non-essential functions as required.

I. SKILLS AND KNOWLEDGE:

Equipment:

- Ability to operate a variety of office equipment including, but not limited to, computer, copier, multi-line telephone, calculator, FAX machine. Ability to use a motor vehicle is required.



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Critical Skills/Expertise:

- Knowledge of bookkeeping practices and procedures;
- Ability to operate a multi-line telephone system and other standard office equipment;
- Ability to organize and prioritize assignments;
- Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;
- Ability to communicate effectively, both orally and in writing;
- Ability to work independently, under pressure, and to set and achieve goals;
- Ability to organize and maintain large volumes of information and paperwork;
- Thorough knowledge and adherence to follow safety policies, procedures and practices;
- Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.
- Ability to maintain confidentiality and appropriately manage sensitive information;
- Ability to work both independently and as a team;
- Efficiently operate computer programs such as Microsoft Word, Excel, Outlook, and agency specific programs;
- Accurately complete and maintain records, reports, and forms;
- Communicate professionally and effectively with internal and external customers, both orally and in writing;
- Work effectively and de-escalate clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behavior;
- Effectively type, edit, and proofread work;
- Be proficient with grammar, writing, mathematical skills, spelling, and punctuation;

II. RESPONSIBILITY:

Individual is given general direction in following established practices and policies. Work is reviewed in the process. Errors are generally readily detected in the normal course of work by standard checking resulting in little or no difficulty in loss of time to correct.

III. PHYSICAL EFFORT:

Physical Requirements: The physical requirements of this position is sedentary work, which may require the lifting of up to forty (40) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, listening, reaching, and walking.

Visual Activity: The minimal visual activity of the seeing job is close to eyes, and requires viewing a computer monitor and proofreading information.

IV. WORKING CONDITIONS:

The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions.

V. PERSONAL WORK RELATIONSHIPS:

Individual has contact with co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinate services, and handle questions about the district, programs and visitors' concerns.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:	Date:
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PCN#: _____
 Job Code: _____
 Skill Level: _____
 Wage: _____
 FLSA Status: Non-exempt
 Civil Service Class: Classified