

MIDDLESEX COUNTY JOB DESCRIPTION

JOB TITLE: Administrative Assistant / Deputy Clerk

IMMEDIATE SUPERVISOR: County Administrator

PAY GRADE: 5

FLSA STATUS: Non Exempt

GENERAL STATEMENT OF JOB

Under the general supervision of the County Administrator, performs clerical and technical work in the Administrator's office. Takes and transcribes the minutes of the Board of Supervisors, prepares the Board's agenda, assembles the agenda packages and distributes them. Writes and administers bids and requests for proposals for County projects and discusses the projects with appropriate staff and potential project responders. Maintains and updates files for the office. Reports to the County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Prepares the agenda for Board of Supervisors meetings along with the Board packages in support of the agenda.

Takes and transcribes the minutes of the Board meetings.

Drafts correspondence, prepares resolutions for adoption, and other information for the Board of Supervisors and the Administrator

Works with the Administrator and other pertinent staff to carry out the directives set by the Board.

Maintains the files for the Board of Supervisors and the County Administrator.

Maintains insurance records & claims including: liability, auto, airport, workers compensation, etc.

Writes legal advertisements and submits them to newspapers for publication as directed.

Drafts bid and request for proposal documents for review and publication as directed by the Administrator.

Is authorized to make purchases for all departments up to \$300.

Maintains the Board's calendar and shares it with interested staff and citizens.

Writes grants and maintain files for grants received; files for reimbursement of grant and other state and federal funding as directed by the Administrator.

Answers the telephone and greets visitors to the office, responds to calls written and electronic mail as needed.

Assists various committees appointed by the Board of Supervisors with their clerical needs including taking minutes when needed. Such bodies include the CPMT, Emergency Services Committee, Wings, Wheels and Keels, Airport Committee, etc.

Schedules the use of County meeting rooms including the Historic Courthouse by County and citizen groups.

Maintains a current list of all committees appointed by the Board of Supervisors and informs Board members when they need to bring an appointment forward to the full Board for consideration.

Maintains financial & real estate records disclosure statements as required by the Commonwealth of Virginia.

Posts items on the County WEB site as needed and directed.

ADDITIONAL JOB FUNCTIONS

Answers citizens' questions about the street naming program.

Opens and distributes mail as needed.

Informs the Administrator of mail, e mail or phone contacts received that need a response. During emergencies, functions as support for the Director and Coordinator of Emergency Services by performing WebEOC requests and updates and aiding in the coordination of the Middlesex EOC and call center and other related duties.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school with a Bachelors Degree preferred. A minimum of three years of experience working in an office setting which provides the required knowledge and skills to perform the work.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements

Must be physically able to operate office equipment including computers. Must be able to exert up to ten pounds of force occasionally and/or up to ten pounds of force occasionally and/or up to a small amount of force frequently to lift, carry, push, or otherwise move objects. Work involves sitting for long periods of time but does involve walking and standing occasionally.

Interpersonal Communications

Requires the ability of speaking to people to convey or exchange information. This includes receiving instructions, assignments and/or directions from supervisors.

Language Ability

Requires the ability to read minutes, mail and e mail correspondence, grant requirements, and various reports.

Intelligence

Requires the ability to deduce and comprehend information presented to him/her. Require the ability to define problems, collect information and assemble it for presentation to others. Must be able to understand abstract as well as concrete variables.

Verbal Aptitude

Requires the ability to record and deliver information, to explain procedures, to follow oral and written directions.

Numerical Aptitude

Requires the ability to utilize mathematical formulas, understand and be able to prepare spreadsheets, and to perform standard mathematical calculations when necessary.

Motor Coordination

Requires the ability to operate an automobile.

Temperament

Requires the ability to deal with a variety of issues at times interacting with highly emotional individuals while maintaining an even temperament. Requires the ability to remain calm under occasional high levels of stress.

PERFORMANCE INDICATORS

Knowledge of Job

Has a thorough understanding of the policies, procedures, organization and functions of the County government. Is able to operate office equipment and standard computer programs used in an office setting. Is able to communicate accurately and effectively orally and in writing. Is able to exercise considerable tact, courtesy and firmness when needed in frequent contacts with the general public. Is able to establish and maintain effective working relationships with supervisors and other co workers.

Quality of Work

Maintains high standards of accuracy in carrying out job responsibilities. Is prompt and meets established performance deadlines as established by the County Administrator. Is able to work on a variety of tasks simultaneously.

Quantity of Work

Maintains effective and efficient performance of all duties as required in this job description.

Dependability

Assumes the responsibility for doing assigned work and meeting deadlines. Accepts responsibility for the office's overall work product and goals as outlined by the Administrator.

Attendance

Attends work regularly and follows the County policies concerning absences and tardiness. Provides notice to the Administrator of leave time to be taken so that adequate office coverage can be provided.

Initiative and Enthusiasm

Maintains an enthusiastic, self reliant and self starting approach to meet responsibilities. Exhibits a positive demeanor in the office.

Judgment

Exercises sound judgment in areas of responsibility. Identifies problems or situations when they occur and is able to determine the best solution. Implements decisions in keeping with policies adopted by the Board of Supervisors. Seeks advice from superiors when needed but acts independently to solve problems.

Cooperation

Accepts instruction and advice willingly and works to meet the goals established for the office. Seeks to understand the questions or concerns of citizens and works to solve their problem while maintaining the integrity of the organization. Supports the decisions of the Board of Supervisors and Administrator when discussing County issues with staff or the general public.

Relationships with Others

Develops and maintains good relationships with all staff members. Shares knowledge with supervisors and staff for the good of the organization.

Coordination of Work

Effectively plans and organizes the daily work routine. Avoids duplication of effort through communication with co workers. Attends all meetings on time. Maintains an office calendar for meetings deadlines and events.

Safety and Housekeeping

Adheres to all safety and housekeeping standards established by the County and regulatory agencies. Maintains a clean and orderly workplace.

This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with it. It should not be interpreted to describe all the duties that may be required of the employee or used to limit the nature of assignments the employee may be given.