

Park County

Job Description

Title: Office Assistant III	Code:
Division: Administration	Effective Date: 6/1/2010
Departments: Multiple Departments and Offices	Last Revised:

GENERAL PURPOSE

Performs a variety of duties at a full-performance level with limited supervisory oversight. May perform some routine tasks, but primary duties require the ability to determine how policies and objectives will be met to carry out the department's functions. The use of advanced word processing and/or spreadsheet applications is a regular component of the daily duties of this position. Serves as a primary liaison to the department leadership, providing complex information in their absence, where needed. May be assigned to act in the absence of the department head on a temporary basis. May provide day-to-day oversight of department budget under the direction of the department head.

SUPERVISION RECEIVED

Works under the general supervision of the Department Head.

SUPERVISION EXERCISED

None, although may serve as project leader or provide guidance to other department staff.

ESSENTIAL FUNCTIONS

Carries out responsibility for record retention using an established system defined by the State of Wyoming or the Department. Reports to Department Head regarding required record management system and determines the destruction schedule for each document type.

Creates brochures and flyers for the department and/or organization with limited input other than final approval of the department head.

For departments with complex financial needs, this position performs day-to-day financial duties including, but not limited to, accounts payable and receivable records, insurance billing or collection, petty cash management, travel and payroll vouchers, grant tracking, financial reporting, inventory management and the department's coordination with the County's auditors.

Provides statistical data and analysis of information relating to the department and the County organization, as requested. Works with other departments to generate organizational reporting and creates charts, graphs and reports, either in an individual or team setting.

Coordinates meetings and conferences, including securing locations and meals and overseeing registration and speaker schedules.

May attend meetings and take notes or minutes. May attend and participate in department or organizational training. Primary oversight for department training records, including notification and/or coordination when training is required.

Maintains confidential records that may relate to medical, personnel pay, time, worker's compensation or other business related matters.

Develops and oversees extensive filing system for projects and programs such as roads, bridges, licensing, equipment purchase, fixed assets, immunization programs, County development, department rules and regulations, permitting, etc. Ensures the records are complete, accessible and intact for all County-related purposes.

Completes relatively complex administrative duties under the general guidance of the appropriate elected official or department head, which may include development and use of bookkeeping systems and accountancy to track project costs or budget expenditures.

Must understand the organizational structure to properly interact with the general public, vendors, customers and any other person or group which whom he/she may come into contact with. Serve as an information source about a variety of County topics and issues. Must be capable of emulating the style, corporate philosophy and professional personal of the supervisor for whom he/she works.

Provides data relative to budget development for projects – researches vendors and costs and assists in developing department budget.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or equivalent required, Associates degree preferred.

AND

B. Five (5) years of general work experience in an office environment with progressively greater responsibility assigned.

OR

C. Equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Strong computer and Internet research skills including spreadsheet applications. Flexibility, excellent interpersonal skills, oral and written communication skills, project coordination experience. Ability to work well with all levels of internal management and staff, as well as outside clients and vendors. Ability to train others in system and organizational functions and duties is essential. Flexibility to adapt to a changing work environment and to complete multiple tasks with limited oversight.

Skill in the use of communications equipment and standard office equipment and procedures.

Ability to deal effectively with stress caused by public contact; operate office equipment; communicate effectively, verbally and in writing; maintain effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

None.

4. Work Environment:

Performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____