



JOB DESCRIPTION

Position: Administrative Assistant / Receptionist	Department: Board of Supervisors
FLSA Classification: Non-Exempt	Reports To: Board of Supervisors / County Administrator
Salary Range:	Employment Status: Full Time

POSITION SUMMARY:

The Administrative Assistant / Receptionist provides general office duties, including greeting customers, answering telephone calls, typing documents, filing, and administrative support to the Board of Supervisors and County Administrator.

ESSENTIAL FUNCTIONS:

1. Operate telephone system to receive, screen, direct and transfer telephone calls.
2. Provide general information in response to questions and comments from the public.
3. Resolve customer complaints.
4. Assist with creating and distributing Board Meeting agendas.
5. Provide clerical support to the County Administrator and Board of Supervisors including telephone coverage, mail handling, filing, calendar maintenance, and typing, copying and distribution of correspondence.
6. Assists with maintaining calendar of schedules for the Board of Supervisors and County Administrator.
7. Assists in the maintenance of Board minutes.
8. File documents and obtain requested information from files as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of County operations
- Ability to communicate effectively orally and in writing
- Ability to write clear, concise correspondence
- Ability to make decisions
- Organizational skills
- Ability to apply standard mathematical concepts
- Ability to operate standard office equipment
- Ability to efficiently operate a personal computer and use associated software (Microsoft Office) and selected software programs utilized by the department
- Excellent customer service skills
- Ability to follow all safety procedures
- Ability to use safety equipment as required for job

PHYSICAL REQUIREMENTS:

- Read and interpret documents such as policies, procedures and instructions
- Lift and/or move objects up to 20 pounds occasionally
- Stoop, bend and kneel occasionally to accomplish job-related tasks
- Repetitive movement of hands and fingers to operate computers and other office equipment
- Reach and grasp using fingers, hands and arms continually to perform job-related tasks
- Regularly sit in a fixed position
- Frequent walking, standing or moving about to assist customers, access information or operate office machinery
- Constantly operates a computer and other standard office machinery
- Vision abilities include close and distance vision, ability to adjust focus, and depth and color perception to read regular and small print and produce and view electronic documents
- Regularly exchange information through speaking and listening in person and by telephone

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent
- Two years of experience in an administrative assistant position, preferably within County or State Government

Send resumes to Kgriffith@rankincounty.org

Americans with Disabilities Act

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the county.