

FAIRFIELD COUNTY

JOB TITLE: ADMINISTRATIVE ASSISTANT
HUMAN RESOURCES

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of clerical duties in support of the Human Resources Department to include verifying and entering data into the computer, typing reports, correspondence, statements, etc.; filing, photocopying. Assists in administering County benefit package including health, dental, life, and long term disability insurance coverages. Reports to the Human Resources Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists with a variety of clerical duties including general data entry, photocopying and disseminating various information to County employees.

Assists in maintaining confidential personnel records on all present and former employees.

Assists in administering County benefit package including health, dental, life, and long term disability and State Retirement.

Assists in reconciling insurance payments, receipts and billings.

Assist in conducting employee benefit meetings.

Attends training sessions in order to stay abreast of benefit changes and laws.

Notify employees of the CORBA rights at hiring and termination.

May assist in filing workers compensation claims.

ADDITIONAL JOB FUNCTIONS

Assists the department with various duties.

Performs other duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma with vocational/technical school education office occupations, and three to five years of experience related field and computer operations, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including calculator, copier, computer, typewriter, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may involve walking, standing, or stooping for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents, forms, and reports using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, other County personnel, vendors, and the general public while exhibiting poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems such as computer operations, general accounting, and public relations, in order to solve problems and deal with a variety of concrete

variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has good working knowledge of accounting practices and procedures as they apply to the duties of the position. Has comprehensive knowledge of the methods relative to insurance reconciliations. Has thorough knowledge of office practices and procedures and the care and use of a variety of office machines and equipment used in record keeping, accounting and report preparation. Has working knowledge of laws, rules, policies and regulations that apply to the duties of the position. Knows of reports which must be prepared in order to meet the requirements of the position. Is able to collect, compile, and assemble information clearly and concisely. Is able to maintain standards of accuracy in all reports and accounts. Has the ability to perform mathematical calculations accurately and quickly. Has the ability to work under stressful conditions caused by heavy workloads, deadlines, etc. Has the ability to use independent judgment in routine situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator,

professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of

completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.