

# **FAIRFIELD COUNTY**

**JOB TITLE: Administrative Assistant WIA**

## **GENERAL STATEMENT OF JOB**

Under general supervision, performs various clerical duties in support of the department head including typing, filing, answering incoming calls, taking dictation and transcribing notes, processing mail, scheduling appointments, etc. Reports to the WIA Director.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

### **ESSENTIAL JOB FUNCTIONS**

Takes and transcribes notes. Create vouchers using voucher system for approval of Department Head.  
Prepares and types letters, memos, envelopes, reports, etc. for the Department Head.  
Creates and maintains an effective filing system for the department head.  
Greets visitors and provides assistance as appropriate.  
Opens and sorts mail. Preparing outgoing mail.  
Conducts research regarding problems or projects as directed by the department head.  
Attends meetings with or on behalf of the Department head and takes notes. Prepares portfolio in advance for meetings attended by the Department head. Schedules appointments and sets up meetings for the department head. Also perform specific functions of the department. Maintains an adequate inventory of supplies for the office. Order items needed. Operates and utilizes a variety of types of office equipment including a computer, typewriter, printer, fax machine, calculator, date stamp, pager, and copier.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

## **MINIMUM TRAINING AND EXI'ERIENCE**

High school diploma or equivalent with vocational or technical school training in secretarial science, and one to two years of clerical experience, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must be able to type at a corrected rate of fifty words per minute.

## **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 computer, typewriter, fax machine, calculator, copier, 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 or standing 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 and reports such as requisitions, newspaper copy, various reports, general letters of correspondence, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, other County employees, and the general public while exhibiting poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply rational systems such as computer operations, public relations, etc. 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 general knowledge of the practices, procedures and policies of the Department head's Office as they pertain to the specific duties of the position. Has general knowledge of office operations and procedures. Is able to use independent judgment in routine and non-routine situations. Has the ability to compile, prepare and organize a variety of reports and records including letters, memorandums, minutes, and requisitions. Has comprehensive knowledge of the terminology used within the department is able to interact and communicate effectively with the public, fellow employees, Council members, sales reps, attorneys, etc. Knows how to operate a variety of office equipment including a computer, typewriter, printer, fax machine, and copy machine. Is able to learn and apply new skills needed in order to promote efficient completion of duties. Is able to maintain an effective filing system. Have good secretarial, organizational, and human relation skills. Has the ability to type at the required corrected rate of fifty words per minute.

**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 interface 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 on time with a minimum of tardiness and absences 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 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. Interfaces effectively with higher management, County Council, other 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.