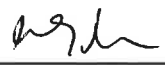
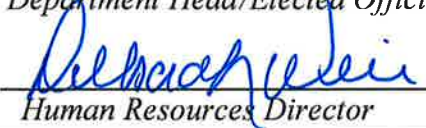


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Administrative Assistant		PAY GRADE: B23	
DEPARTMENT: Financial Services		FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
REPORTS TO: Director Financial Services		LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BARGAINING UNIT: N/A		SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
APPROVED: 		9/17/19	
<i>Department Head/Elected Official</i>		<i>Date</i>	
		9/17/19	
<i>Human Resources Director</i>		<i>Date</i>	

I. PURPOSE SUMMARY. Plans, organizes, coordinates, and performs a wide variety of complex and confidential administrative functions in direct support of the Financial Services Director.

II. ESSENTIAL DUTIES. (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

1. Assists the Department and/or the Financial Services Director:
 - a. Applies considerable knowledge of County objectives and policies to compose correspondence, reports, spreadsheets, requisitions and documents for the signature.
 - b. Maintains accurate records and files, examines reports, responses, legislation or other materials to determine action or additional information needed.
 - c. Coordinates the logistics for setting up meetings and represents the departments at meetings as directed. Schedules appointments and keeps calendar of other meetings.
 - d. Maintains inventory of general office supplies and other items. Fulfills requests for all office supplies, equipment and/or materials needed.
 - e. Provides telephone and receptionist services.
 - f. Records management.
 - g. Performs equipment maintenance functions and maintains pertinent records.
 - h. Responsible for development of written protocol to address issues such as cash handling, purchasing, and equipment repairs

2. Processes travel reimbursements:
 - a. Enters and processes employee travel advances and reimbursements based on County travel policies.
 - b. Communicates and responds to inquiries in verbal and written form.

3. Processes Purchase Orders:

- a. Prepares requisitions, processes purchase orders, orders item once purchase order is received.
 - b. Processes invoices and received items, maintains records of purchases.
 - c. Create new requisitions to obtain purchase orders in accordance with proper filing system.
4. Coordinates Budget Relations Functions:
- a. Functions as the point of contact on department budget matters;
 - b. Prepares, analyzes, and maintains the department budget;
 - c. Reviews examines and analyzes accounting records of department or vendor to verify accuracy of figures, makes necessary corrections or lists discrepancies for adjusting;
 - d. Monitors expenditures and revenues.
5. Perform timekeeping and payroll functions:
- a. Answers questions and provides advice on procedures related to pay and leave accruals/usage.
 - b. Verifies the accuracy of preliminary payroll and submits corrections as necessary.
 - c. Maintains leave request and attendance records in accordance with proper records schedule.
 - d. May route various payroll and other HR forms on behalf of personnel to the appropriate person.

III. ADDITIONAL DUTIES. Other duties may be assigned.

IV. QUALIFICATIONS.

A. Education. High school diploma or GED

B. Experience. Five (5) years of increasingly responsible administrative, accounting, budgeting, or support services experience.

C. Education/Experience substitution. Per County Policy

D. Licenses/Certifications. None

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.) Must pass a background check

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of office procedures and practices, computer operation including word processing, spreadsheet and database programs, administrative techniques and organizational skills, and filing and record keeping systems· inventory control procedures· Principles and procedures of budget preparation, control, financial record keeping and reporting; Business English, spelling, grammar and punctuation and basic arithmetic.

Must have skill in using independent judgment in various situations and to determine appropriate action; Drafting correspondence following verbal or written instructions from Department Head/Elected Official; Handling sensitive and confidential matters and situations; Working with culturally diverse population; Technical writing; Establishing and maintaining effective and cooperative working relationships with others.

2. FREEDOM TO ACT.

The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

The work is sedentary. Typically the employee sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items. No special physical demands are required to perform the work.

5. WORK ENVIRONMENT.

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, commercial vehicles. The work area is adequately lighted, heated, and ventilated.

6. SUPERVISORY RESPONSIBILITY.

No supervision exercised. Responsible for own work.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*