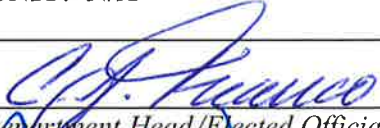

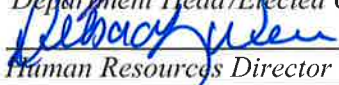



DOÑA ANA COUNTY
JOB DESCRIPTION

POSITION TITLE: Administrative Assistant		PAY GRADE: B23
DEPARTMENT: Assessor's Office	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
REPORTS TO: Assessor/Chief Deputy Assessor	LEAD: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
APPROVED:  _____ Department Head/Elected Official	 _____ Date	
 _____ Human Resources Director	 _____ Date	

I. PURPOSE SUMMARY. Plans, organizes, coordinates, and performs a wide variety of complex and confidential administrative functions in support of the assigned department and/or Department Head/Elected Official.

II. ESSENTIAL DUTIES.

Assists the department and/or Department Head/Elected Official in his/her duties; composes correspondence, reports, spreadsheets, requisitions and documents for the signature of the supervisor; applies considerable knowledge of county objectives and policies; prepares and files official records such as notices, minutes, agendas, resolutions, and ordinances for official meetings as assigned; maintains accurate records and files, examines reports, responses, legislation or other material to determine action or additional information needed; fulfills requests for all office supplies, equipment, and/or materials needed; develops written protocol to address issues such as cash handling, purchasing, and equipment repairs; communicates and responds to inquiries in verbal and written form; prepares, analyzes, and maintains the department budget; functions as the point of contact on department budget matters; reviews, examines and analyzes accounting records of department or vendor to verify accuracy of figures, and makes necessary corrections or lists discrepancies for adjusting; assists with coordinating any department grant programs and may be the point of contact on grant administration matters; handles all requests for information pertaining to duties assigned; may coordinate the logistics for setting up meetings, and represents the department at meetings, as directed; may supervise other secretarial and clerical staff; responsible for knowing and abiding by all department and county policies and procedures; timekeeper responsibilities

III. ADDITIONAL DUTIES. Performs other duties as 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. Experience/Education substitution. In accordance with County Policy.

D. Licenses/Certifications. None

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