



**Lake County
Administrative Assistant**

BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	1	Non-Exempt

NATURE OF WORK
<p>The second level of the Administrative Support Series is responsible for performing moderately involved clerical and administrative duties. Responsibilities may include collecting, preparing, and reviewing information; processing applications, forms, licenses, permits and other documents; maintaining records and related system or database; maintaining websites; and preparing public communications including committee minutes.</p> <p>The Administrative Assistant Level is distinguished from the Administrative Clerk level in that the former performing routine administrative and clerical duties requiring basic knowledge of work areas.</p>

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)	FREQUENCY	BAND/ GRADE
1. Responds to requests for information from the general public, staff, and/or other interested parties; answers non-routine questions; directs callers/visitors to appropriate locations or staff.	Daily 20%	B2
2. Prepares, reviews, and/or processes a variety of non-routine correspondence, logs, information, paperwork, invoices, forms, and/or other related information in assigned area of responsibility; keys information into applicable spreadsheets and/or databases.	Daily 20%	B2
3. Receives, sorts, and distributes a variety of correspondence, deliveries, and mail; makes photocopies; and faxes document.	Daily 20%	A1
4. Files documents alphabetically, numerically, or by other prescribed methods in established filing systems.	Daily 20%	A1
5. Monitors and restocks office supplies and materials.	Daily 5%	A1
6. Maintains records of activities and prepares operational reports.	Daily 10%	A1
7. Accepts standard payments and issues receipts, and maintains assigned budget by monitoring and controlling expenditures.	Daily 5%	B2
8. Performs other duties of a similar nature or level.	As Required	N/B



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FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Forestry may be responsible for:

- Maintaining timber sale data base and tracking sale balances and status.
- Preparing bid proposal, quotes and auction lists.

Positions assigned to Sheriff may be responsible for:

- Preparing reports, interview transcriptions and legal documents.
- Managing civil and criminal case files.

Positions assigned to County Recorder may be responsible for:

- Processing incoming documents, entering into record books, and scanning and microfilming documents.
- Reviewing real estate deeds and other documents.
- Processing vital statistics.

Positions assigned to Office Support Specialist may be responsible for:

- Initiating, maintaining and updating client case documents in the database.
- Processing eligibility applications for a variety of programs
- Generating and distributing caseload reports and compliance reports.

Positions assigned to Assessor may be responsible for:

- Reviewing Splits and Combinations, new plats, changes to the deed parcel for allocation of value and classification.
- Entering data in CAMA system including data relating to Certificates of Real Estate Value.
- Performing common owner linking of parcels.

Positions assigned to Highway may be responsible for:

- Performing safety duties including training, inspections, record-keeping and investigation of accidents.
- Executing right-of-way processes including title opinions and owner negotiations.

Positions assigned to Auditor may be responsible for:

- Maintaining parcel records.
- Processing delinquent tax and forfeiture properties.

Processing and preparing renewal packets for licenses such as liquor, gambling, and cigarettes.

Positions assigned to Administration may be responsible for:

- Performing projects for County Administrator.

Positions assigned to Human Resources may be responsible for:

- Preparing confidential negotiations data and proposals.
- Preparing job announcements and newspaper ads, scheduling interviews, preparing interview packets, and coordinating pre-employment testing.
- Providing information and preparing forms for workers' compensation, benefits, FMLA, and COBRA.

LEVEL OF DECISIONS

Responsibilities in this classification are typically procedure based with defined goals and processes or methods, but have the latitude to determine the speed or order of steps used to complete assignments.



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DIRECTION RECEIVED

Incumbents perform tasks following defined procedures and standards, the specific steps of most routine tasks are defined.

DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to temporary employees or regular employees; and troubleshoot problems and issues commensurate with relevant experience.

TRAINING AND EXPERIENCE REQUIREMENTS

High school diploma or G.E.D.; 2 years administrative support or related experience; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:
None.

KNOWLEDGE REQUIREMENTS

- Customer service principles;
- Modern office procedures and equipment;
- Recordkeeping principles;
- Mathematical concepts;
- Report preparation techniques;
- Filing systems;
- Basic budgeting principles;
- Computers and related software applications.

SKILL REQUIREMENTS

- Providing customer service;
- Maintaining records and files;
- Preparing meeting agendas and minutes;
- Preparing reports and specialized documents;
- Monitoring a budget;
- Prioritizing and assigning work;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sitting most of the time. Walking and standing are required only occasionally.



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CLASSIFICATION HISTORY	
DATE	COMMENT
March, 2017	Draft prepared by GBS (GM)

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.