



JOB DESCRIPTION

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| Job Title: Administrative Assistant | FLSA Status: Non-Exempt |
| Department: Landfill | |
| Effective Date: January 1, 2023 | Pay Range: \$35,638-\$44,547 (County typically hires at entry level depending on qualifications) |
| Revision Date: April 25, 2023 | |

General Purpose

Provides clerical and administrative support to Landfill Manager. Assists in coordinating all aspects of daily operations, including managing Scale House, handling cash and receipting, data entry and recording. Filing and billing.

Supervisory Responsibilities

This job has no supervisory duties.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other minor duties may be assigned.

- Assists in troubleshooting and resolving safety, service, and operational issues.
- Maintains and distributes department related information on a daily basis.
- Communicates with other supervisors and managers about operations and/or dispatch issues.
- Completes and maintains a variety of reports as directed by the department manager.
- Uses software tools to manage a variety of tasks.
- Assists with the processing of payments and other financial tasks as necessary.
- Assists in the implementation of operational projects as needed.
- Communicates with customers about service issues as needed.
- Communicates with employees about scheduling and work assignments as needed.
- Performs other duties as assigned.

Minimum Qualifications

Education and Experience

- Graduation from high school or GED certificate.
- Four (4) years of progressively responsible experience in related field, and /or an equivalent combination of education and experience, preferred.

Required Skills, Knowledge and Abilities

- **SKILLS** are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: keyboarding skills as required by the position; data entry; using Microsoft Word and Excel; preparing and maintaining accurate records; operating modern office equipment including computers and all applicable software programs/applications.
- **KNOWLEDGE** Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: modern office practices and procedures; business telephone etiquette; proper use of grammar, punctuation, spelling, and vocabulary; office equipment/software; and office practices; County policies, procedures, and practices.
- **ABILITY** Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality in files and information, adapting to changing priorities, working with frequent interruptions, communicating with diverse groups, and displaying tact and courtesy communicating effectively (orally and in writing) and maintaining effective working relationships with the general public, County employees and other Departments and use basic, job related equipment; work with clerical data of varied types and/or purposes; follow written and oral instructions, perform mathematical computations rapidly and accurately.

Work Environment

Regularly sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail. Work is performed in an office or other environmentally controlled room; work required frequent contact with the public which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. Occasionally lifts, carries, pushes, pulls or otherwise moves objects weighing up to 25 pounds. Position requires driving to different locations throughout the County as needed. We are an equal opportunity employer and encourage women, minorities, and the disabled to apply.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I, _____ have reviewed the above Job Description.

Date: _____