

Scott County Government

Position Description Form

Position: Job Title: Administrative Assistant
Department Name: Judge Executive's Office
Supervisor Title: County Judge Executive

Position Summary

The Administrative Assistant acts as a receptionist and first point of contact for the County Judge Executive's Office.

Duties and Responsibilities

General Duties:

- Answer phones, direct calls, and answer questions from the public.
- Greet and direct visitors
- Issue hunting permission for Reservoir – keep listing of all registered hunters
- Order office supplies, stationary, envelopes, business cards, keys, tax forms, checks, & anything else needed for Judge's Office, Human Resources & Treasurer's Office
- Call to schedule maintenance/building repairs for issues reported by Courthouse staff.
- Create Proclamations at the request of the Judge for individuals being honored at retirement
- Maintain list of County Boards & Board members. Create & mail letters when board members are appointed or re-appointed.
- Schedule courtroom and conference rooms
- Answer inquiries from vendors regarding payments, unpaid invoices, etc
- Issue Purchase Orders to various departments/employees who need them to make purchases.

Recurring duties

Weekly

- Receive bills/invoices from Jail. Review bills for accuracy. Enter vouchers into FiscalSoft and create Purchase Order for payment.

- Receive cash & receipts from Animal Control and Electrical Inspection weekly. Count cash, checks and receipts to ensure that totals are correct, produce accurate receipt for respective department.
- Receive bills/invoices from Animal Control and Electrical Inspection. Review for accuracy. Enter vouchers into FiscalSoft and create Purchase Orders for payment.
- Create “hand checks” for Jail, Animal Control and Electrical Inspection as needed for any utility bills with due dates that fall before the next court meeting. Secure signatures and mail checks in a timely manner.

Monthly

- Prepare and distribute invoices to City of Georgetown, Airport & Chamber of Commerce for their portion of expenses for inter-local agreements. This involves totaling payroll amounts for each applicable employee/department, running query and totaling expense report for each department, and creating invoice from those numbers.
- Create recap report for Judge reflecting amount due for that month, as well as a running total for the fiscal year. Keep insurance percentages updated on spreadsheet formulas each January and July.
- Provide data from copier to maintenance vendor.

Prior to each Fiscal Court

- Prepare payment vouchers in FiscalSoft for all three funds.
- Produce Claims Register Report, Invoice Register Report and checks register to ensure totals are accurate.
- Create and distribute accurate reports to Judge, Treasurer and Magistrates.
- Print checks for all three funds.
- Review checks for Jail & Road fund to ensure accuracy of totals, invoice #s, vendor, etc. Stuff checks in envelopes with any enclosures.
- On day of court, mail all checks using postal machine in Clerk’s office.

Annually or As Needed

- (Annually) Send out budget request letters to charities in January for consideration of charity allocation in next budget.
- Once amounts/budget is set, create and mail letters and contracts to each charity informing them amount awarded and how to request funds. Keep track of contracts and request letters as they are received.
- After each election, process payments for all election workers. This is an all-day job – done exactly like regular bills from list provided by Elections Office.
- Performs other duties as assigned or required.

Position Dimensions

Education and Experience:

- HS education or GED equivalent and two years of related experience

Technology:

- Computers, software, printers, copiers and related equipment is used on a continuous basis

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.

- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.

- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.