

Date prepared – 3/09/2020

Scott County Government

Position Description Form

Position: Job Title: Administrative Assistant
 Department Name: Electrical Inspection
 Supervisor Title: Chief Electrical Inspector

Position Summary

Facilitates the efficient operation of the assigned department by performing a variety of clerical and administrative tasks.

Duties and Responsibilities

Essential Duties:

- Prepares financial reports and various accounting statements.
- Proofs accounting reports for clerical accuracy.
- Records numerical and financial data to produce financial records.
- Ensures financial data is entered correctly and accurately.
- Generates accounting reports for cash receipts, accounts payable and receivable.
- Reconciles and reports differences or issues found in financial records.
- Prepares, posts, verifies and records customer payments and transactions.
- Creates invoices; submits invoices to customers.
- Maintains and updates customer files, including name or address changes, mergers or mailing attentions.
- Drafts correspondence for standard past-due accounts and collections, identifies delinquent accounts by reviewing files and contacts delinquent accountholders.
- Generates monthly billing statements.
- Copies, files and retrieves materials for accounts receivable as needed.
- Relays changes of information to appropriate employees.
- Trains, supervises and provides feedback on tasks performed by coworkers.
- Provides high-level administrative support to an assigned executive or director-level employee.
- Collects requested data and information from various including email and other correspondence; prepares summaries of findings and/or other related written correspondence as requested.
- Conducts extensive research to assist with inter-departmental permitting requirements.
- Responds to and resolves administrative inquiries and questions.
- Performs or facilitates maintenance of office equipment including cleaning, maintenance and repairs.
- Maintains inventory of office supplies; orders new supplies as needed.
- Maintains office files.
- Answers and transfers phone calls.
- Welcomes and directs visitors, clients and customers.
- Issues electrical permits.
- Maintains records of compliance.
- Communicates daily with utility companies.
- Utilizes various data bases for reporting and research.
- Travels to courthouse.
- Reconciles co-workers' gas and other receipts.
- Educates contractors and general public on permitting and inspection processes.
- Maintains notary public.
- Coordinates production of documents with printing company.
- Performs other duties that may be assigned or required.

Required Skills/Abilities

HS education and one year of related experience.

- Exceptional communication skills.
- Excellent verbal and written skills.
- Proficient in Micro Office Suite or related software(s)
- Work independently in a fast-paced environment.
- Multi-tasking.
- Ability to anticipate work needs and interact professionally with customers and coworkers.
- Excellent organizational skills and attention to detail.
- Must compartmentalize due to constant interruptions.
- Flexible and adaptable.

Position Dimensions

Education and Experience:

Associate Degree in Business Administration or closely related field and two years of related work experience or an equivalent combination of education and experience.

Supervisory Responsibility: List the number of people you supervise and titles, if any.
None

Decision-Making Authority: Give examples of decisions you make independently as well as those in which you make recommendations for action to your supervisor.

INDEPENDENTLY: ALL BILLING/BOOKKEEPING/PAST DUE ACCOUNTS; IT INSTRUCTIONS TO ALL COWORKERS INCLUDING EMAIL PRODUCTION AND CITYWORKS; IT COMMUNICATTION NEEDS; DETERMINING PROFESSIONAL APPROACHS TO DAILY PROBLEM SOLVING; CREDIT CARD AND FAX MACHINES NEEDS; PRINTING SUPPLIES; OFFICE SUPPLIES; MAINTAINING PROCEDURES AND FILES FOR ELECTRICAL CONTRACTORS CONTINUING EDUCATION.

RECOMMENDED TO SUPERVISOR: Electrical code questions.

Contacts: Excellent customer service skills. First site of contact with employees, contractors, visitors and the general public.

Technology: Proficient in the use of Microsoft Word, Excel and Outlook. Operation and maintenance of all office equipment.

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.
Coworker claims his irritable bowel syndrome requires him to pass gas at will and often in the office.
- 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.