



The Blount County Communications District has a position opening for:

Administrative Assistant

JOB DESCRIPTION AND QUALIFICATIONS

Summary:

The Blount County Communications District is seeking a full-time Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support by assisting in daily office needs and performing the agencies general administrative activities. Under general supervision the Administrative Assistant performs a wide variety of highly responsible activities of a general and specialized nature in support of the District; performs a range of administrative support functions; and prepares and edits a wide range of documents and reports ranging from general correspondence to in depth reports.

Supervision Received: District Director

Supervision Exercised: None.

FLSA Status: Non-Exempt

Salary Range: Hiring pay range for this position is \$13.00 to \$15.00 an hour based upon the applicant's education, skills and experience.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are NOT intended to reflect all duties performed within the job.

Representative Duties: The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs a variety of mid-level clerical tasks and duties to provide clerical and administrative support and to assist in the day-to-day operations of the District, answers and directs phone calls, validates visitors and escorts individuals as required.
- Assists with the utilization of District accounting software to enter financial data, generate reports, and coordinate payment of District financial obligations and expenditures.
- Assists with payroll reconciliation and remittance of Local Government Health Insurance Board (LGHIB), Retirement Systems of Alabama (RSA), various supplemental benefit withholdings and other outgoing payments.
- Assists in maintaining data entry of policy compliance in system programs and other needed software as it relates to compliance efforts.
- Assists with the recruitment and hiring process by responding to job postings, conducting, and scheduling initial screening, scheduling CritiCall testing of applicants, scheduling and, as needed, participating in candidate interviews as needed.
- Assists with investigative background checks including coordinating fingerprinting, obtaining criminal history (triple I), driver license history, credit history, education verification and reference checking of individuals and current/prior employment in order to ensure potential candidates meet the job requirements and standards as needed.
- Assists with creating employment offer letters and maintain communication with new hires for pre-employment waivers, background information, and necessary hiring paperwork.
- Assists and supports the organization, scheduling, and documentation of internal level advancement for dispatchers including audits of employee certifications.
- Assists with processing and providing criminal justice agencies and noncriminal justice agencies with any applicable audio recordings, data compilation, and reports necessary for law enforcement and civil agencies to perform their missions following applicable laws.
- Assists with work related to subpoena preparation and requests, open records compliance, preparing documents for District Director's review and action.
- Assists with coordinating, making, processing, and confirming staff travel arrangements; arrange for transportation and accommodations for travel, and process expense claims.
- Assists with maintaining accurate and up to date office files, records, and logs for assigned areas.
- Assists with typing, word processing, formatting, editing, revising, proofreading, and processing a variety of documents and forms including reports, correspondence, memoranda, agenda items, and reports, agreements, technical and statistical charts and tables, and other specialized and technical materials from rough draft dictation, modified standard format, and brief verbal instructions;
- Assists with composing correspondence, reports and informational materials; assist in designing and producing informational handouts.

- Assists in compiling, preparing, and entering data into a computer from various sources including accounting, statistical, and related documents; assists in maintaining computer-based tracking information and reports including assigned databases, records, and lists.
- Assists with monitoring inventories of supplies and materials; prepare purchase requisitions and requests for payment.
- Operates a variety of office equipment including a computer, typewriter, switchboard, copier, facsimile machine and adding machine; utilize various computer applications and software packages.
- Assists with the preparation of meeting agendas and takes minutes as necessary for District Boards.
- Perform additional duties as required.

Knowledge, Skills, and Abilities:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge:

- Organization, operation, and services of the District and of outside agencies as necessary to assume assigned responsibilities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles and practices of sound business communication.
- Principles of business letter writing and basic report preparation.
- Records management principles and procedures including record keeping and filing principles and practices.
- Methods and techniques of proper phone etiquette.
- Mathematical principles.
- English usage, spelling, grammar, and punctuation.
- Customer service and public relations methods and techniques.
- Knowledge of District rules, regulations, policies, and procedures.

Ability to:

- Perform a variety of responsible and difficult clerical and secretarial duties and activities of a general and specialized nature in support of the assigned program area.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and District policies and procedures.
- Ability to read and interpret materials concerning the public safety agency and criminal justice processes.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Learn and effectively utilize various software applications.
- Learn and apply new information and skills.
- Type or enter data at a speed necessary for successful job performance.
- Participate in researching, compiling, analyzing, and interpreting data.
- Participate in the preparation of a variety of administrative and financial reports.
- Assists in the maintenance of a variety of specialized files and records.
- Accurately count, record, and balance assigned transactions.
- Perform routine mathematical calculations.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Plan and organize work to meet changing priorities and deadlines.
- Understand and carry out oral and written directions.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in the area of responsibility.
- Exercise good judgment in maintaining critical and sensitive information, records, and reports.
- Communicate clearly and concisely, both orally and in written form.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education/Training:

An Associates Degree or One to Two years previous experience in an administrative support role is required; equivalent combinations of education and experience will be considered.

License or Certificate:

Possession of or the ability to obtain within six (12) months of start date State of Alabama Notary of Public, American Heart Association CPR and First Aid Certifications, and a NCIC Full Access License.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office and emergency dispatch center setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Requirements:

Requires a comprehensive background investigation to include a local, state and federal criminal history check, sex offender registry and credit check. Requires satisfactory results from a medical, psychological evaluation and pre-employment substance abuse testing and is subject to random alcohol and controlled substance testing.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Administrative Assistant position, and I certify that I can perform these functions.

Employee Signature

Date

Witness

The District has the right to add or change the duties of the position at any time.

Blount County 911 does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age or disability in employment or the provision of services and complies with the provisions of the Alabama Human Rights Act. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Blount County 911 is an Equal Employment Opportunity/ Affirmative Action Employer