

COUNTY ADMINISTRATIVE ASSISTANT (County Commission)

Grade: 12

Unit: County Commission

Job Summary:

Under the direction of the County Commission, the administrative assistant is responsible for county operations. The Administrative Assistant assists in preparing the county budget, administers grants, supervises county employees, provides leadership and performs various clerical duties. Significant public contact is required and the position requires independent decision-making and action. Work entails frequent contact with the public. Employee must be able to assist the public with accuracy and professional poise.

Examples of Work:

1. Supervise various county employees;
2. Represent the County Commission when requested;
3. Provide secretarial work to the County Commission and outside entities;
4. Manage county property;
5. Provide leadership in various local organizations;
6. Attend various evening and weekend meetings;
7. Prepare the county budget and quarterly reports;
8. Coordinate county purchasing;
9. Distribute budget information to internal and external offices and organizations;
10. Maintain accurate budget records;
11. Prepare grant applications, quarterly and annual reports;
12. Administrate special projects of the county;
13. Perform secretarial and administrative duties for the Wage and Benefits Review Board;
14. Perform other duties as required.

Qualifications:

Education, Certification and Experience: High school diploma or equivalent with special courses in accounting and bookkeeping; five or more years of experience in financial and general administration or related work. A four-year college degree in management or related field may substitute for work experience.

Knowledge, Skills and Abilities: Knowledge of county government and financial operations; must have good public speaking skills and good professional/business writing skills as well as conflict resolution skills; must have knowledge of West Virginia Department of Tax and Revenue budget and revision procedures, computers, budgeting and accounting, and office operations; must be able to supervise employees, provide leadership in county organizations and work with the public; must be highly organized and must be able to work independently.

Other Characteristics: Occasional evening meetings; occasional overnight travel for attending training seminars.

Work Environment:

Works in office conditions approximately ninety percent of the time, off-site office conditions five percent of the time and travels five percent of the time.