

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Administrative Assistant I
Department: General
Revised : November 2019

Class : Paraprofessional
FLSA : Non-exempt

This job description supersedes any prior description for the Administrative Assistant I classification.

GENERAL DESCRIPTION

Paraprofessional level work involving a variety of administrative functions in assisting a program, division, or department manager/director. Supervision may be provided to one or more subordinates. There is considerable contact with government officials, employees, other departments, and the general public. Supervision is received from a manager or director who reviews work by analysis of activities accomplished and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Performs administrative duties and manages records and reports involving implementation of division/department objectives using existing procedures.

Performs detailed research to data needed for the operation of a division/department.

Coordinates the division/department activities as a staff assistant gathering and analyzing reports and recommending necessary course of action; performs detailed research for management.

Writes, edits, or coordinates the preparation of reports or other materials according to well-established standards; composes letters and memoranda for management staff.

Recommends and monitors division or departmental expenditures for budget.

Develops and/or revises work procedures and methods; trains other employees in division/departmental procedures.

Prepares and maintains a variety of files and records.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the relevant departmental organization and functions.

Thorough knowledge of relevant state and county laws, rules, regulations, procedures, and policies related to work performed.

Thorough knowledge of the proper legal language, completion, and filing of various legal documents.

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Considerable knowledge and ability to use correct grammar, vocabulary, and spelling used to compose a variety of written materials.

Considerable knowledge of office techniques, practices, and procedures.

Knowledge of various PC applications.

Ability to analyze, interpret, recommend, and implement policy and procedural guidelines.

Ability to answer questions independently and resolve problems.

Ability to plan, prioritize, and organize work flow and to coordinate activities.

Ability to research, interpret, and analyze data.

Ability to effectively communicate both orally and in writing.

Ability to establish and maintain effective working relationships with the public, court officials, attorneys, and fellow employees.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, or related field; or an Associate's Degree from an accredited college or university in Paralegal Science, Business Administration, or related area and two years of progressively responsible secretarial or clerical/administrative/office management experience; or a high school diploma or GED and four years of progressively responsible secretarial or clerical/administrative/office management experience; or an equivalent combination of education and experience. Paralegal certification or degree is preferred. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**