



## JOB DESCRIPTION

### **Administrative Assistant** (Non-exempt)

**Reports To:** Director – Public Affairs and Organizational Development

**Salary Range:** Level 38  
\$41,290 - - \$51,612 - - \$61,934

#### **Job Summary:**

This position provides administrative support and general office management to the division/department. This position prepares various types of correspondence, engages in contact with the public by giving and receiving information, and performs other general office management duties.

#### **Major Duties and Responsibilities:**

Perform general organizational administrative functions for the division/department.

Responsibilities include preparing agendas, taking and transcribing meeting minutes, scheduling meetings and corresponding room reservations, maintaining office files, making copies, preparing mail, answering telephone calls, interacting with the general public, and relieving the Administrative Assistant for the Reception Area and Executive Assistant, etc.

Prepare general office documentation and record keeping including purchase requisitions, time card information, etc. for approval.

Enter and maintain mailing lists and other information in the database.

Sort and distribute mail, prepare mass mailing information, coordinate pick-up and delivery of mailings, etc.

Assist with coordinating specific support processes relating to invoices, monitoring, contract tracking, RFP receipt and management, including the collection, compiling and tracking of data.

Collect information, develop and maintain spreadsheets, and compile reports on activities as requested by supervisor.

Follow federal and state laws, in addition to implementing programs, policies and procedures in accordance with CSC's priorities.

Conduct oneself in the best interest of the County's constituents and in support of the CSC's mission statement.

Perform other related duties as assigned.

**Experience, Knowledge, Skills and Abilities:**

High school diploma or equivalent and five (5) years or more successful experience in a governmental, not-for-profit agency or other highly complex organizational environment.

Thorough knowledge of general office business machines, procedures and practices.

Ability to communicate effectively, both orally and in writing.

Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

Multi-lingual preferred.

Must possess valid driver's license and vehicle insurance or have other means to enable travel locally and non-locally, including getting to work and going to other locations during the day for meetings, etc.

**Physical Demands & Working Conditions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The employee performs work in a normal office setting within a reasonable environment. While performing the duties of this job, the employee may be required to perform local and non-local travel.

New: 7/01  
Revised: 7/05, 10/13, 5/19, 10/22, 7/24, 12/24