

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Board of Commissioners **Unit:** IT
Name: **Position Title:** Administrative Assistant
Class Title: IT Administrative Assistant **Class Number:**

Dept./Div.: Board of Commissioners **Civil Service Status:** Classified
Reports To: Communications Specialist Supervisor **Employment Status:** Full-Time
Pay: Resolution **FLSA Status:** Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education with two years' clerical experience or equivalent combination. Must be proficient in computer operation and have extensive knowledge of Microsoft office software. Excellent telephone etiquette a must.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio Drivers License with an acceptable driving record.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Computer, calculator, office copier, postage machine, typewriter, fax machine.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

Periodic - Operates or works in proximity to moving motor vehicles.

Occasional - Contact with potentially violent or emotionally distraught persons.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

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Supervisor's Title: Communication Specialist Supervisor **Number:**

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

45 % (1) Answers the telephone and greets county departments and vendors to elicit information ensuring inquiries are directed to the proper destination; manages the IT employees work calendar to ensure time management; Arranges and prioritizes appointments based on priority; completes project tracking for the department; composes routine correspondence; reviews documents for accuracy; operates and maintains office equipment. Sorts, opens and forwards department mail to proper destination.

(1) **Knowledge of:** (a); (b)
Skill in: (d); (e).
Ability to: (g); (h); (i); (k); (l).

45% (2) Assist in maintenance and updating basic IT related databases; works with county departments and vendors for equipment quotes; obtains purchase orders; orders equipment;

(2) **Knowledge of:** (a); (b).
Skill in: (d); (e); (f).
Ability to: (g); (h); (i); (j); (k); (l); (m).

10% (5) Troubleshoots basic hardware and software problems and makes or initiates corrections; assists in troubleshooting and resolving operating problems on the network; reviews notification alert report for critical issues.

(4) **Knowledge of:** (a); (b); (c); (d); (e); (f)
Skill in: (g).
Ability to: (j); (k); (m), (n); (o)

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned.

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MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) office practices and procedures; (b) organizational policies and procedures; (c) safety practices and procedures; (d) accounting procedures; (e) records preparation and management; (f) inventory control

Skill in: (g) computer operation; (h) typing; (i) motor vehicle operation

Ability to: (j) maintain accurate documentation; (k) communicate effectively; (l) maintain confidential and sensitive information; (m) maintain records according to established procedures; (n) compile and prepare reports; (o) add, subtract, multiply, and divide whole numbers; (p) travel to and gain access to work site.

