

Mathews County, Virginia

Position Description

Job title	Administrative Assistant
Reports to	Senior Executive
Department	Administration
	Full Time Non-Exempt

Job Purpose

Provides a variety of routine and complex clerical, administrative and technical work in the administration of the county government.

Duties and Responsibilities

Primary responsibility includes answering and directing telephone calls for County Administration Performs routine clerical and administrative work in general office management. Post office as needed. Receives and directs the public. Provides excellent customer assistance. Always exhibits professional front office demeanor. Monitors complaints and questions from the public and directs them to the appropriate County employee or Department.

Prepares, reviews, and edits a variety of studies, reports, and related information for decision-making purposes, including general correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Assist with maintaining filing systems, control records and indexes using moderate independent judgment. Assists with maintaining the electronic filing system including scanning all related material utilizing the Laserfiche Document Management program. Assists in proper records management, including proper retention, destruction and reporting of destruction records to the Library of Virginia.

Investigates and follows-up on citizen requests for service, complaints, and requests for information. Assists with requests for information or research on a variety of issues.

Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services. Works with other departments to obtain necessary information.

Make reservations and travel arrangements for meetings, seminars, and conventions, as needed.

Demonstrated ability to maintain strict confidentiality in all matters related to the office.

Assists Deputy Clerk with updating Boards and Commission's members, term expiration and or resignations.

Assist Deputy Clerk to the Board with meeting correspondence, legal notices, press releases, etc. Posts all legal and informational public notices in the public display boxes, to include removing after expiration.

Assists with maintaining a record of all Ordinances, Resolutions, Contracts, Agreements, Deeds, Easements approved or adopted by the Board of Supervisors and policies written by the County Administrator.

Assist with reserving County owned resources such as the historic courthouse, conference rooms, and recreational facilities etc.

Responsible for maintaining administrative office equipment, and ordering office supplies, and managing the Nextiva phone system.

Peripheral Duties:

Provides clerical support, office coverage and telephone coverage to all departments in Administration. May assist other employees in performance of duties. ?? to attend Board of Supervisors meetings after business hours. Ensuring the County Calendar is current.

Performs other duties as assigned.

Qualifications

Education and Experience:

(A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing.

Necessary Knowledge, Skills, and Abilities:

(A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.

(B) Skill in operating listed tools and equipment.

(C) Ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

(D) The way we treat our residents, members of the Board of Supervisors, and our coworkers is especially important. Experience in Customer Service and dealing with the public is a plus.

Special Requirements:

Must be bondable.

Valid Virginia Driver’s License

Working Conditions

The work environment characteristics described here are representative of those an 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.

The noise level in the work environment is usually moderately quiet.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Approved by:	
Date approved:	<i>September 6, 2023</i>
Reviewed:	