

ADMINISTRATIVE ASSISTANT

FULL TIME POSITION:

Monday – Thursday, 10 hours per day

GENERAL STATEMENT OF DUTIES:

This position requires administrative duties as required by the Superintendent. The position requires the ability to listen and follow directions. This person needs to be able to work well with all county employees and the public.

FUNCTION OF THIS POSITION:

This person is responsible for the smooth running of the Albany County R&B Offices. They must be a self-starter, as well as being able to maintain their own work environment and tasks without supervision. This person will attend meetings, (IT, Wellness/Health, Commissioner), as assigned by the R&B Superintendent. They will need to be able to communicate with the public on the phone and with office visitors. Extensive experience in Microsoft Office is necessary for tracking Vacation, Sick, Comp, Personal Leave and Hours worked.

EXAMPLES OF WORK EXPECTED BUT NOT LIMITED TO:

- Office availability for phones and radios.
- Produce Vouchers
- Update paid invoice report
- Update Expenditures for R&B
- Run payroll time cards and reports/do payroll sheet for R&B employees
- Work Budget for Department Head
- Create and make available worksheets for all R&B Funds
- Run Fuel Reports and bill outside entities
- Update Fuel system cards for New Albany County Employees as well as those leaving
- Prepare and submit to state, the County Road Fund Report
- Update and maintain Superintendent Calendar and appointments
- Schedule Training Room Usage with outside entities
- Make Courthouse runs to include: Check and deliver mail, deliver vouchers, HR communications, delivering time cards as well as retrieving payroll
- Letters/Correspondence
- Maintain filing system
- Prepare Approach/Utility Licenses to bring before the Commissioning Board
- Be available for deliveries, pick-ups (parts, fed-ex, mail, UPS, sales reps)
- Make runs to Rock River with parts/to run reports unable to obtain on local computer
- Help with the weekly cleaning of the R&B offices, restrooms and conference room

OTHER:

- Organizing and maintaining grant files, complete grant filing project
- Provide training and assistance to the grants specialist as needed
- Assist with the grants accounting process, and participate in a quality improvement project to streamline Grants accounting process
- Organize and maintain Road & Bridge files within clerks office, scan all documents filed within the clerks office related to Road & Bridge

Employee must be a team player and get along with all co-workers. Employee must be dependable, on time and responsible.