

**GUNNISON COUNTY, COLORADO
POSITION DESCRIPTION**

POSITION TITLE: Administrative Assistant III
DEPARTMENT: Gunnison County Cooperative Extension
FLSA STATUS: Non-Exempt
CONTENT CHANGES: June 27, 2011
FORMAT CHANGES: June 27, 2011

GENERAL PURPOSE

Under limited supervision, the employee will perform high-level clerical/low level administrative duties as primary support to Gunnison County Cooperative Extension.

SUPERVISION RECEIVED

Works under the limited supervision of the CSU County Cooperative Extension Director.

SUPERVISION EXERCISED

May supervise over clerical, temporary or other staff, as assigned. Including 4-H members, leaders and CSU Master Gardener.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Composes, edits and processes a variety of reports, agendas, legal notices, resolutions, board minutes and other administrative and legal documents.

Researches and compiles information in support of staff.

Performs data entry and analysis using specialized software such as spreadsheet and database applications.

Keeps sound financial records on many accounts, performs bookkeeping functions, and compiles data for various reports.

Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using independent judgment.

Receives revenues; makes deposits. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal controls; assists in the preparation of annual budget requests.

Prepares vouchers, invoices and purchase orders.

Maintains inventory of equipment and assists in the procurement of department materials and supplies.

Communicates policies and procedures to staff and general public; makes presentations to supervisors and the general public as assigned.

Assists supervisor and other staff in preparation for and in conducting of appointments, meetings, workshops, receptions, events, etc.

Develops and maintains office forms and procedures. Prepares and maintains library inventory for department.

Answers central telephone system. Receives the public and answer questions; responds to inquiries from employees, citizens and other and refers when necessary to appropriate persons.

Investigates and follows-up on citizens requests for service, complaints, and requests for information.

Assists in the development of notices, flyers, brochures, newsletters, media releases news articles, and other informational materials about programs and services.

Develops and maintains web communications.

Prepares correspondence, registers participants for conferences and seminar, makes reservations and travel arrangements for meetings, seminars and conventions.

Regularly makes independent decisions, based on knowledge and understanding of applicable regulations and practices.

Operates listed office machines as required.

Performs additional tasks as listed by hiring department.

PERIPHERAL DUTIES

May operate a vehicle on County business.

Attend seminars and workshops related to administrative duties and responsibilities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Specialized course work in general office practices such as word processing, alpha/numeric filing, accounting, data entry and management.
- (B) Four (4) years of increasingly responsible related experience, or
- (C) Any equivalent that the County deems appropriate.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge and skill with word processing software; knowledge of spreadsheet and data-based applications preferred
- (B) Working knowledge of modern office practices and procedures; knowledge of accounting principles and practices.
- (C) Ability to effectively meet and deal with the public, sometimes in stressful situations.
- (D) Ability to communicate effectively verbally and in writing.
- (E) Possess organizational skills.
- (F) Skill in operation of listed tools and equipment.
- (G) Experience in web communications development and maintenance.

TOOLS AND EQUIPMENT USED

Telephone system; personal computer, including word-processing and other various software; printer; typewriter; scanner; digital camera; T.V./VCR/DVD; overhead/LCD projector; copy machine; electronic scale; postage machine; fax machine; calculator; recording equipment; transcription machine and various radios.

PHYSICAL DEMANDS

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; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is often required to walk.

The employee must occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

COGNITIVE DEMANDS

English Language Comprehension

Requires the ability to listen to, read, understand and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held.

Information Ordering

Requires the ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.

Memory

Requires the ability to remember directions and processes for all essential duties; requires remembering facts; requires remembering the gist of past conversations, situations and events.

Attention

Requires focus for long periods of time; concentration on details and thoroughness in completing work tasks; filtering out distractions, ignoring irrelevant information.

Deductive Reasoning

Requires the ability to apply general rules to specific situations to produce results that make sense.

Problem Solving

Requires the ability to tell when something is wrong or is likely to go wrong. Requires the ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Requires the ability to reflect on strategy, plan, adopt an approach, and change direction if not working.

Mathematical Reasoning

Requires the ability to choose the right mathematical methods or formulas to solve a problem.

Active Learning

Requires understanding the implications of new information for both current and future problem-solving and decision-making. Requires selecting and using training/instruction appropriate for the situation.

Time Management

Requires employee to manage his/her own time and the time of others effectively so that tasks get done in an efficient manner and deadlines are met.

Cooperation

Requires being dependable, willing to take on responsibilities and challenges, exerting maximum effort toward completing essential duties, persistent in problem solving, adaptable to change (positive or negative), honesty, and being pleasant to others.

Social Perceptiveness

Requires being aware of others' reactions, and understanding why they react as they do.

Monitoring

Requires assessing the performance of yourself, other individuals, and/or the organization to make improvements or take corrective action.

WORK ENVIRONMENT

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.

Exposure to outdoor weather conditions occasionally.

Work environment changes throughout the year.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT OF RECEIPT
PLEASE SIGN AND RETURN TO THE HUMAN RESOURCES DEPARTMENT

I _____ acknowledge that I have received a copy of the current job description for the position of Administrative Assistant III with Gunnison County. I understand the job description does not constitute an employment agreement between Gunnison County and myself and is subject to change by the Board of County Commissioners in its sole discretion.

Signature

Date