

# **LINN COUNTY CLASSIFICATION**

**TITLE: ADMINISTRATIVE ASSISTANT/OFFICE MANAGER 1**

**NUMBER: 044**

**APPROVAL ORDER**

**PAY RANGE: 10**

**NUMBER: 2001-531**

**CATEGORY: MANAGEMENT/EXEMPT**

**DATE: September 11, 2001**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform moderately complex accounting functions, coordinate duty assignments and supervise clerical and personnel functions, and perform other duties of a technical and/or legal nature with considerable independence. Maintain and monitor financial records such as payroll, expenditures and revenues; assist in implementation and monitoring of department budget. May, if required, perform complex legal work preparing and/or processing legal documents and scheduling hearings.

SUPERVISION RECEIVED: Works under the general direction of an administrative assistant, department head or elected official who assigns and reviews work for conformance to policies and procedures.

SUPERVISION EXERCISED: Coordinates the duty assignments and supervises the clerical staff. Evaluates and monitors the clerical staff's performance, recommends hiring of new clerical staff and disciplinary action.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

## GENERAL WORK FOR ALL DEPARTMENTS

1. Supervise the clerical staff; assign work duties; resolve work flow and interrelationship problems; evaluate and monitor clerical staff performance for accuracy, timeliness and completeness.
2. Interview applicants, recommend hiring of new clerical staff and disciplinary actions. Coordinate clerical staff duties with clinical needs and requirements.
3. Accounting duties include maintaining an accounts payable/personnel costs/revenue ledger; payroll/personnel records; inventory control; weekly cash deposits; VISA deposits.
4. Monitor all expenditures and revenue to verify that they conform with budget projections. Reconcile computer print-outs to accounts payable/revenue ledger.
5. Prepare monthly and quarterly State reports.
6. Prepare accounts payables for payment, coding to proper accounts. Prepare all purchase orders. Prepare payroll time sheets and payroll cost distribution.
7. Develop and prepare forms, and other documents for department or office usage on the computer.

8. Train personnel on office procedures to include usage of computer.
9. May perform a variety of responsible administrative duties in preparing and processing legal forms, scheduling hearings, maintaining files, and assisting the public.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

12. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of bookkeeping and accounting principles and their application to governmental accounting. Considerable knowledge of office management procedures and practices. Considerable knowledge of business English, grammar, spelling and math. Considerable knowledge of office recordkeeping and reporting procedures and practices. Some knowledge of fund accounting principles and practices. If required, considerable knowledge of legal terms, phrases and practices.

Skill in using a typewriter, calculator and personal computer.

Ability to make decisions independently according to established procedures. Ability to perform moderately complex accounting work accurately and rapidly. Ability to type accurately from rough drafts and transcribed material. Ability to develop modifications and improvements in existing accounting procedures. Ability to plan, organize, and supervise the work of subordinate employees and to maintain effective working relationships with other employees and the public.

EXPERIENCE, EDUCATION AND TRAINING: Two years of increasingly responsible accounting and administrative support work involving advanced secretarial, clerical, general and, if required, public/private legal office procedures; supervisory experience required. Graduation from senior high school, supplemented by an associate degree in bookkeeping, accounting, or secretarial science. Additional coursework in governmental fund accounting procedures helpful. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may be substituted for the above.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.