**BEDFORD COUNTY, TENNESSEE**

**CLASSIFICATION: PART-TIME ADMINISTRATIVE ASSISTANT**

**LOCATION: BEDFORD COUNTY FINANCE DEPARTMENT**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform administrative/financial/accounting work associated with providing administrative support at an executive level. Duties and responsibilities may include supervising and coordinating office activities, coordinating purchasing activities, coordinating budget preparation and monitoring, preparing or processing various department documentation, coordinating meetings, conducting research, compiling information and statistics, maintaining records and providing customer service. Reports to Finance Director.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Processes a variety of documentation associated with county/department operations within designated timeframes and per established procedures.

Assists in interpreting, applying and ensuring compliance with applicable accounting guidelines, employment laws, and all other applicable laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations.

Processes purchasing documentation; reviews purchase requests for sufficient funding and for compliance with purchasing guidelines; prepares purchase orders; verifies completeness of information, proper authorization and assignment to proper budgetary account; enters purchase order data into computer and generates printed purchase orders; Gathers various information, data, reports and/or files as requested; compiles statistical data relating to department programs or operations and makes applicable calculations; prepares/generates reports for submission to department managers and/or to outside agencies; maintains records.

Monitors inventory of department equipment, forms or supplies; ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement supplies.

Processes incoming/outgoing mail; sorts, organizes, opens and/or distributes incoming mail; signs for incoming packages; assembles materials for large mail-outs; prepares outgoing mail for pickup.

Types, drafts, prepares or completes various forms, reports, correspondence, lists, purchase orders, budget documents, work orders, meeting minutes, legal notices, bids, charts, graphs or other documents.

Receives various forms, reports, correspondence, invoices, budget documents, policies, procedures, maps, manuals, directories, reference materials or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Provides general/financial support to the department.

Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, financial or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink or toner; coordinates service/repair activities as needed.

Maintains file system of department files/records; prepares and sets up files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.

Conducts research functions as needed.

Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming mail or preparing outgoing mail.

Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; retrieves messages from voice mail; returns calls as necessary.

Performs customer service functions; provides information/assistance regarding department services, activities, procedures, fees or other issues; distributes forms/documentation as requested; responds to routine questions, complaints or requests for service; initiates problem resolution.

Communicates with supervisor, county officials, employees, other departments, vendors, customers, the public, outside agencies and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems or give/receive advice/direction.

Performs notarization of documents as needed.

Maintains confidentiality of departmental documentation and issues.

Maintains a comprehensive, current knowledge of requirements of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

**ADDITIONAL FUNCTIONS**

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in accounting, bookkeeping, office administration and personal computer operations; supplemented by three (3) years previous experience and/or training involving office management and administration, basic accounting/bookkeeping, project coordination, customer service, record management and personal computer operations; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. May require possession and maintenance of valid State of Tennessee Notary Public certification. Must possess and maintain a valid Tennessee driver’s license.

**PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize and/or analyze data; includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; the ability to interpret graphs; and the ability to compute discount, interest, profit and loss, ratio and proportion.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**WORK CONDITIONS/PHYSICAL DEMANDS**

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated and ventilated. Employee may not always have privacy or quiet place to work.

Employee works primarily in an office setting under generally favorable working conditions. This job may require lifting of objects that exceed 20 pounds, with frequent lifting and/or carrying of objects weighing up to 10 pounds. Other physical demands may include sitting, walking, standing, bending, stooping, kneeling, pushing, pulling, reaching, talking, hearing, seeing. Some employees in this classification may be required to do field work.

Tools, equipment and materials used include, but are not limited to, computer, calculator, phone system, copier/scanner, fax machine, mail machine, shredder, printer.

**GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Bedford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee’s Signature Supervisor’s Signature Date Date