

SHAWNEE COUNTY, KANSAS
Position Description
Administrative Assistant

Position Control Number: HA1221

FLSA N
Status:

POSITION DESCRIPTION

Under general supervision, this position provides administrative support to the Shawnee County Health Department, especially the Administrative, and Community Health Outreach and Planning Divisions. Performs other duties as required. The Finance and Administrative Division Manager supervises this position.

WORK PERFORMED

50% Support Activities. Independently drafts, edits and processes departmental correspondence, contracts, electronic files, reports, email, technical documents and other written documentation for signature or review. Prepares reports and memorandums as required. Schedule meetings and takes notes at meetings. Performs special projects on a variety of complex and sensitive issues. Establishes, maintains, and updates detailed records, files, lists and logs on both computerized and manual recordkeeping systems to assure accurate and reliable statistical reports. Searches files and records for readily identifiable information to include in reports, records, or files. Verifies and inputs data collected. Assists to ensure the compliance of federal, state and local statutes, grants, and other requirements. Represents Department at various meetings and events, such as Chamber of Commerce, economic development, educational organizations to develop partnerships. Conducts public presentations to make community aware of programs and opportunities available within the Department.

30% Recruitment/Retention. Assists with the recruitment process to fill vacant positions. Processes necessary paperwork for advertising, evaluating, interviewing, hiring and terminating employees. Responsible for developing and facilitating employee orientation program. Informs Agency employees and applicants of human resource management information such as regulations, policies and procedures, Union positions and activities. Works with County Human Resources to market open positions through ads, brochures, and websites as appropriate. Addresses and replies to questions from inside and outside the Agency.

20% Compile Data/Maintain Employee Databases. Following established policies and procedures, prepares then enters information from source documents and rough drafts to create statistical reports, documents, forms and correspondence. Proofreads and edits all documents. Prepares various reports for reproduction and distribution. Creates word processing templates, form letters, database tables, and spreadsheets. Using the Microsoft Office Excel and Access programs - develops, maintains, tracks, and updates personnel

Shawnee County Position Description Administrative Assistant (HA1221)

databases containing such information as licensure, education, special training, salary, federal compliance data, and other miscellaneous personnel information. Develops, maintains, tracks and updates personnel immunization and TB testing database.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resources management including hiring practices, disciplinary procedures, terminations, etc.
- Office practices and procedures.
- English Language usage, spelling, and grammar.
- Basic Arithmetic.
- Office management, organization and procedures.
- County operations, rules, regulations, policies and procedures.
- Microsoft Office and other computer software packages.
- Operation of office equipment, personal computers and communication systems.
- Standard formats for correspondence, reports and forms.
- Record keeping and reporting methods.

Ability to:

- Plan and direct the work of others.
- Work independently without detailed instruction.
- Understand and follow verbal and written instructions.
- Communicate effectively, concisely, and accurately using the English language in verbal and written forms.
- Apply and explain rules, regulations, policies and procedures.
- Use basic word processing, spreadsheet and database applications.
- Transcribe meeting minutes, correspondence and reports from notes and tape dictation.
- Proofread and edit various documents.
- Maintain accurate, up-to-date records.
- Detect discrepancies in information or records.
- Operate general office equipment, telephone, personal computer and a motor vehicle.
- Use basic math and formulas to track and complete presentations.
- Compute, verify and compare figures.
- Establish and maintain effective working relationships with employees, the public and other County personnel.
- Accurately prepare and maintain payroll documents.
- Maintain confidentiality.
- Prioritize and schedule work to assure timely and efficient completion of tasks.

Skill in:

- Interpreting County rules and resolutions.
- Office management.
- Customer service.
- Usage of Microsoft Office Suite – Word, Excel, PowerPoint, Publisher, Access, and Outlook.

**Shawnee County Position Description
Administrative Assistant (HA1221)**

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting				X	Driving		X		
Pushing/Pulling		X			Bending		X			High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting		X			Around Moving Machinery	X			
ARMS					Carrying		X			Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting		X			Twisting		X			Cramped Body Position		X		
Pushing/Pulling		X			Squatting		X			Sustained Positions		X		
Carrying		X			Turning		X			Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces		X		
Near Vision			X		Standing			X		Work Above Ground		X		
Far Vision			X		Sitting				X	Work Below Ground		X		
Color Vision			X		Carrying		X			Irregular Surfaces		X		
VOICE					Climbing		X			Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic		X		
EARS					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting		X					X		

EQUIPMENT USED

Personal Computer Telephone Fax Machine Office Furniture
Printer Photocopier Paper Shredder Calculator

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Three (3) years' experience in office management.
 - Post-secondary education (a minimum twelve (12) hours per semester) may be substituted for two (2) years of the required experience on a year-for-year basis.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**Shawnee County Position Description
Administrative Assistant (HA1221)**

PREFERRED QUALIFICATIONS

- Degree/Certificate from an accredited college/university or vocational school in Public Administration, Business Administration, English, Education, Accounting Management or closely related field.
- Proven experience in copywriting and/or analytical skills.

SPECIAL REQUIREMENTS

- Required to pass background check, pre-employment physical/drug screen and a review of driving record.
- Required to complete National Incident Management System (NIMS) 700 and Incident Command System (ICS) 100HCb and 200HCa within six (6) months of employment.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 5/17/18
Revised: 03/24