



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

**CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION**

CLASSIFICATION TITLE: ADMINISTRATIVE ASSISTANT

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of this position is to provide advanced and specialized administrative support to an assigned department or major division head. Employees in this classification perform both routine and non-routine administrative duties as dictated by the nature of the assigned division. Incumbents perform special projects as directed, with latitude for exercising considerable independent judgment and initiative.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Provides primary administrative support for a department or major division head; acts as a liaison between department or major division head and staff in order to maximize efficiency and effectiveness

Relieves department or major division head of administrative detail; performs administrative support functions, as dictated by the nature of the assigned division, i.e., preparing meeting agendas/agenda packets, scheduling appointments and arrangements for meetings, maintaining and balancing expenditure/budget accounts, tracking staff time and attendance, coordinating and maintaining executive calendar

Monitors and ensures proper handling of department or major division head's email and correspondence; reviews and processes incoming mail/correspondence; prepares executive correspondence

Compiles, prepares, and distributes various reports and other materials/information in support of division needs

Receives and/or processes various forms and documents on behalf of department or major division head; checks, verifies and corrects information as needed; obtains signatures as required

Takes telephone inquiries and complaints, ascertaining the nature of the call, and resolving personally or directing to the appropriate individual or department

Prepares and monitors budget; orders and maintains supplies; initiates purchase orders; handles purchasing requests

Establishes and maintains division record keeping and filing systems

Ensures necessary copies of pertinent documents are made, filed and distributed accordingly

ADMINISTRATIVE ASSISTANT

Acts as liaison between assigned department or major division head, other departments/divisions, staff, outside governmental agencies, vendors, service providers, and the general public, gathering and relaying information as needed

Operates a computer to enter, retrieve, review or modify data; performs data entry functions; verifies accuracy of data and makes corrections; utilizes word processing, spreadsheet, database, desktop publishing, presentation, financial systems, calendar, email, Internet, or other programs

Operates various office equipment, i.e., printers, copy machines, telephone systems, facsimile machines

Exercises confidentiality and discretion in processing matters of a sensitive and confidential nature

Conducts special projects and/or research as directed

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Associate's degree or specialty vocational school, supplemented by three (3) years of recent and relevant experience; or an equivalent combination of education, training and experience.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

ADMINISTRATIVE ASSISTANT

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. Yes No

I would like to request a reasonable accommodation. Yes No

**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature

Date

Printed Name

Department