



JOB DESCRIPTION

DEPUTY/OFFICE ASSISTANT

DEPARTMENT: COUNTY TREASURER & COMMISSIONERS OFFICE
REPORTS TO: COUNTY TREASURER & COMMISSIONERS ASSISTANT

GENERAL DESCRIPTION

This position is a non-exempt position that performs a variety of clerical, bookkeeping and related duties to provide support for the daily operations of both the County Treasurer and the Commissioner's Office in accordance with departmental procedures and regulations as well as state laws and statutes. This is a full-time, regular position.

ORGANIZATIONAL RELATIONSHIPS

Has frequent contact with county officials and their staff and the general public

Very busy and multi-tasking positions

Must keep all work and conversations confidential and private (unless Public Record qualified)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process and prepare invoices, employee requests such as Human Resource duties including payroll, employee benefits and any other documents received or requested
- Answer telephones, direct calls and take messages with telephone numbers
- Assist people in person and over the telephone with information as needed
- Compile, copy, sort, and file records of the office
- Receive payments, post funds and issue receipts for monies received
- Regular attendance is required - must arrive at work on time, prepared to perform assigned duties and work assigned schedule

ADDITIONAL RESPONSIBILITIES

- Run errands for the office, including, but not limited to, the bank, post office, and other county offices
- Be cross trained in all positions in the office
- Perform other related duties as may be assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Establish and maintain effective working relationships with other county employees and officials and the general public
- Apply correct business English, spelling, punctuation and math
- Operate routine office equipment, such as computers, phones, copiers, scanners, faxes, calculators and postage machines
- Bookkeeping fundamentals
- Demonstrate proficiency and accuracy in both oral and written communication
- Have and maintain the ability to work independently
- Have and maintain the ability to use computer systems necessary to perform duties
- Have and maintain the ability to concentrate on a task over a period of time without being distracted and work well with interruptions
- Must always possess a cooperative and positive attitude
- Make sound decisions in stressful situations
- Must be flexible and willing to learn new business practices and procedures as they arise
- Be able to maintain confidentiality in matters dealing with this office

EDUCATION REQUIREMENTS

- High school graduate or equivalent
- Banking, bookkeeping, and/or payroll experience is a plus

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach and carry
- Required to be able to sit, stand or walk for prolonged periods of time
- Required to lift up to 15 lbs. regularly and up to 50 lbs. occasionally
- Specific vision required includes both up close and distance
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Employee regularly works in inside environmental conditions while performing the duties of this job
- The noise level in the work environment is usually quiet

SPECIAL CONDITIONS

- Required to occasionally work overtime
- Required to dress in business attire at work daily
- Required to be bondable