

## **ADMINISTRATIVE AIDE**

### CODES/PAY GRADE

Class Code: 1007

EEO Code: F

Pay Grade: 118

### MAJOR FUNCTION

Specialized administrative and clerical work in support of the County Manager, Deputy County Manager, Department Director, elected county official, or the County Council.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Drafts and edits correspondence; answers general questions from public; maintains appointment calendars; sets up and organizes high level meetings; prepares agendas, memos, reports, etc.; sorts and distributes mail; tracks deadlines and resolution of important issues; routes complaints and citizen concerns to the proper authority for resolution; provides general follow-up on issues and projects as required; maintains files and correspondence; monitors and assists in preparation of budget.

Performs background research, which may entail interviewing sources; reviewing files and documents; tracking information. Compiles research into useable form.

Prepares County Council agenda which includes reviewing documents for accuracy and completeness; collecting information and back-up as necessary; ensuring timely submission of items; preparing agenda for the "agenda conference;" distributing agenda packets to appropriate personnel, the press and the public; and maintaining County Council "Calendar of Events."

Makes travel arrangements. Processes travel arrangements and post travel paperwork following county policies and procedures.

Forwards messages and complaints to Council members. Provides background information on the item of concern.

Responsible for orienting Council members on policies and procedures of County day-to-day operations; i.e. fax machines, travel ordinance; which divisions handle specific tasks; county benefits information.

Schedules Council members for ribbon cutting ceremonies and similar special gatherings.  
Responds

to Council's invitations per their wishes.

**(Administrative Aide continued)**

May be expected to attend Council meetings and be available to perform clerical support tasks.

May supervise subordinate staff. May complete section/activity payroll.

Performs related work as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern office practices and procedures. Knowledge of business English, spelling and commercial arithmetic. Knowledge of the principles of management and their application to the administration of governmental affairs.

Ability to manage sensitive and confidential information and data. Ability to use discretion and determine appropriate actions. Ability to work without supervision. Ability to maintain and develop effective working relationships with county officials, directors, the press, the public and other employees.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of GED, and five (5) years of progressively responsible executive secretarial experience, including two years as secretary to public official, high level administrator, or director of a complex organization.

A comparable amount of education, experience and skills may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see; finger dexterity.

Mental Demands: Ability to read and comprehend policies, procedures, memos, instructions, manuals. Ability to write business letters, summaries. Ability to speak clearly and concisely relating information, details and procedures to layman. Ability to perform basic mathematical functions.

Environmental Demands: Inside work.

Revised 8/03  
New 10/94