

ADMINISTRATIVE ASSISTANT

Summary

Under the direction of the Veterans Service Office Director, the Administrative Assistant shall perform a variety of administrative and clerical tasks within the administrative department. The Administrative Assistant executes complex secretarial assignments, plans, organizes the work of others, and does related work as required. The Administrative Assistant assists the County Veterans Service Officers (CVSO) in scheduling meetings, assembling and distributing agendas and packets, notifying the public and employees of the Board's actions, and preserving documents of the Veterans Service Office (VSO) and may provide administrative support to the Veterans Service Commission (VSC). The Administrative Assistant will be considered an Unclassified Position.

Distinguishing Characteristics

This position is the most advanced clerical support position in the VSO because of the highly confidential nature, scope, and complexity of the work which requires a higher degree of proficient communication, secretarial, managerial, organizational and analytical skills and knowledge of the operations, policies, functions, and organizational relationships of the VSC.

Supervision Received

- Works under the specific direction of the VSO Director

Supervision Exercised

- May exercise supervision over other clerical, temporary or other staff, as assigned

Essential Duties and Responsibilities

- Performs the most complex clerical and administrative support to the VSO including maintaining a calendar, scheduling and receiving and screening visitors and telephone calls, routing and handling mail, email and calendar distribution
- Prepare and publish meeting notices and other related materials. Follow up on projects and assemble Board/Commission Packets
- Prepare, attest, publish, and post Ordinances and Resolutions as required
- Prepare and file county/government documents
- Assist in coordinating VSC's Public Relations. Assist in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about the VSC
- Assist in maintenance of VSC's website including updates and editing to content library
- Make room arrangements for meetings and travel arrangements for the VSC and VSO
- Assist in preparing reports and keep related reports up-to-date
- Organize and maintain VSC files
- Exercise responsibility for administering the budget, including making recommendations regarding the use and distribution of funds
- Maintain cooperative and effective working relationship with the VSC, employees, and members of the public
- Perform special projects as assigned by the VSC and other related duties as required
- Assist in organizing outreach activities including but not limited to: Memorial Day and Veterans Day Ceremonies, County Fair
- Assist VSO in maintaining Outlook records and Veterans' files

Peripheral Duties

- Attend seminars and workshops related to administrative duties and responsibilities as well as OSACVSO training
- May be required to drive vehicle to perform related assignments

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

(A) Graduation from a high school or equivalent; an Associates' Degree or advanced clerical training is highly desirable but not required, and

(B) A minimum of at least three (3) years of related experience in a high level secretarial position with responsibility for providing administrative support with a public agency or a private organization; or

(C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of office administrative and secretarial practices and procedures such as business letter writing; organization and function of a public agency or private organization, including role of appointed commission members; correct English usage, including spelling, grammar, punctuation and vocabulary; knowledge of current applicable software programs, office management techniques and budgeting principles and practices.

(B) Skill in operation of listed tools and equipment listed below

(C) Ability to provide varied, responsible and confidential secretarial and administrative support for the VSC and VSO; use tact, discretion, initiative and independent judgment within established guidelines; research, compile and summarize a variety of informational materials; compose correspondence independently or from brief instructions; accurately record and maintain records; establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; recommend solutions and adopt effective courses of action; plan, organize, and schedule priorities in the office; communicate effectively, verbally and in writing.

Special Requirements

Possession of a valid driver's license with driving record satisfactory to the VSC and Coshocton County's insurance carrier

Tools and Equipment Used

Typewriter, computer, spreadsheet and data base software, calculator; phone; copy machine; fax machine and other modern office equipment

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, listen, use keyboard, view monitor, and use phones. The employee will occasionally be required to lift up to 20 pounds and may need to carry for approximate distance up to 50 feet, bend, reach with hands and arms, use fingers to write or type and handle, walk, carry documents, crouch, stoop, kneel, climb stairs, use of step ladder in

lifting and lowering of documents. Long periods of looking at computer monitor. This position requires occasional use of office machinery such as copier, hole-punch, binding machine, calculator, or fax machine. While performing the duties of this job, the employee is occasionally exposed to dust, noise, pollens, and fumes.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The work environment can be quite hectic and requires an ability to perform multiple tasks and maintain considerable tact when dealing with others.

Selection Guidelines

The Administrative Assistant shall be a veteran or, if a qualified veteran is not available, the spouse, surviving spouse, child, or parent of a veteran. Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the Veterans Service Commission and employee and is subject to change by the Veterans Service Commission as the needs of the Veterans Service Commission and requirements of the job change.