

ADMINISTRATIVE AIDE

GENERAL STATEMENT OF DUTIES:

Serves in a confidential capacity to a public official and/or department head by relieving him of the administrative details. Compiles and writes complex reports and correspondence, maintains budget, grants and all fiscal procedures relating to department. This position participates in the management decision-making process within the department.

SUPERVISION RECEIVED:

Works under the supervision of the public official and/or department head who reviews work for effectiveness and conformance to established policies.

SUPERVISION EXERCISED:

Exercises supervision over small number of employees engaged in a variety of clerical functions. This may be fulltime and/or seasonal.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Assists in the preparation and formulation of the department budget; responsible for exercising accounting controls over adopted budget. Maintains department personnel and payroll records.
2. Exercises accounting control over various contracts and grants. Responsible for reimbursement/payments made on timely basis.
3. Prepares varied complex reports; responsible for work projects and completion of routine office duties as described by law and/or department policy.
4. Acts as liaison between department and other County departments; makes administrative decisions in the absence of public official and/or department head.
5. Participates in the selection and training of new office personnel; assists in resolving grievances; evaluates performance; recommends disciplinary action; types all confidential material relating to disciplinary actions and union matters.

RECRUITING REQUIREMENTS - KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of statutes relating to department. Thorough knowledge of accounting, bookkeeping, budget principles, and basic office management and supervision practices. Skill in the use of modern office machines. Ability to make independent decisions in accordance with established policy.

EXPERIENCE AND TRAINING:

High school education or equivalent, with supplemental college course work in area of expertise of department; training in management, bookkeeping and payroll; four years experience in office work in a progressively responsible nature or an equivalent combination of training and experience.