



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: DECEMBER 28, 2018

CLOSING DATE: JANUARY 14, 2019

TITLE: ADMINISTRATIVE ASSISTANT

GRADE: NB06

DEPARTMENT: COUNTY EXECUTIVE

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$13.58/HOUR \$26,481 YEAR HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Serves as administrative assistant and primary public interface for the County Executive's office.

DUTIES & RESPONSIBILITIES:

Answers all telephone calls and greets visitors to the County Executive's Office, and ensures smooth and efficient handling of telephone and visitor contacts. Makes appropriate disposition of questions and complaints from the public either through the County Executive's office or through redirection to appropriate County offices, and follows up as necessary. Works under general supervision of County Executive and Executive Assistant. Provides administrative assistance for the Executive Assistant and administrative support for the County Solicitor and Director of Administration. Carries out routine tasks and assigned projects with time-sensitive deadlines with minimum supervision. Projects may include composition of correspondence and coordination with department heads. Distributes incoming mail to administrative staff. Ensures that the office has adequate supplies for its day-to-day operations. Prepares requisitions, tracks purchase orders and processes invoices. Tracks all incoming contracts and maintains detailed records for board and authority appointments. Establishes and maintains customer-friendly, efficient, and effective working atmosphere for County Executive's Office.

The above statement reflects the general details considered necessary to describe the principal functions of the job, and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of the principles and practices of public administration. Ability to carry out, with some supervision, assignments requiring the organization of material and development of procedures. Ability to communicate effectively in both telephone and personal exchanges. Ability to establish and maintain effective working relationships with administrative officials, other employees, and the general public. Typing and computer proficiency in Microsoft Office including Word, Excel, and PowerPoint. Good judgment, confidentiality, attention to detail, initiative, and a customer-focused approach. Demonstrated ability to handle multiple tasks simultaneously and prioritize work assignments.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate or GED plus five years responsible secretarial or administrative experience; or an equivalent combination of related education and experience. Bachelor's degree is preferred. Demonstrated experience in typing and computer proficiency in Microsoft Office including Word, Excel, and PowerPoint. A skills assessment test may be conducted to verify qualifications.