

ADMINISTRATIVE ASSISTANT #2 - PUTNAM POSITION DESCRIPTION

FT Position 7:30 am to 3:30 pm Mon. – Fri.
Reports to Putnam County Director
Located at Putnam County Office-Cookeville

Qualifications

Minimum of high school diploma or GED preferred
Experience in the field of disabilities preferred
Proficient working knowledge of computer (database, Excel, Access, Word, etc.)
Excellent written communication skills
Excellent interpersonal skills
Detail oriented-THIS IS A MUST
Self-directed and self-motivated
Team player, creative, flexible and professional
Organization skills are required
Excellent time-management skills-THIS IS A MUST

Primary Responsibilities

The Administrative Assistant provides clerical and office support to ensure a smooth flow of work within the County.

Job Description

- May assist the ACD in community participation planning for person supported and will serve as back-up for community participation planning in the absence of the ACD.
- Coordinate training for existing staff (i.e., CPR/1st Aid, re-certifications, Relias, etc.), as back-up
- Answer phones, as needed
- Provide general clerical/administrative support (i.e., general typing, Excel spreadsheets, copying, filing)
- Maintain files and records (including obsolete records, general information records)
- Maintain Forms Manual
- Ensure fire extinguishers are in good working order, charged and annually checked.
- Ensure a fully stocked first aid kit is present in each vehicle and request supplies to replenish first aid kits from Admin
- Post Job Postings
- Copy and distribute All Staff Memos, CPR, First Aid and Med Certificates to staff
- Ensure copies of current forms are readily available
- Maintain supply of Contingency packets, Applications & schedule interviews for applicants after approved by HR
- Set up new hires on training computers for Relias and Register New Hires in ADP
- Order supplies
- Maintain monthly vehicle inspection and mileage reports and send to Cari Anderson at Admin.
- Maintain Vehicle Location in Excel spreadsheet
- Other responsibilities as assigned

Essential Job Functions Sheet

Job Title: Administrative Assistant #2 – Putnam

Primary Job Duties/Responsibilities: See attached job description

JOB REQUIREMENTS (Applicant Must Be Able To:)
(Check OR x those that apply)

- x1. Stand or walk more than 50% of shift
- x2. Sit more than 50% of shift
- x3. Kneel or squat frequently
- x4. Bend or stoop frequently
- x5. Work with areas above shoulder level
- x6. Lift more than 25 pounds
- x7. Lift more than 50 pounds
- x8. Have full use of hands and/or arms or the equivalent with prosthesis
- x9. See 20/40 or equivalent with corrective lenses
- x10. Distinguish colors
- x11. Hear 40 decibels or equivalent with aids
- 12. Operate power equipment and/or tools-household appliances
- x13. Drive vehicles
- x14. Use step stools
- x15. Work alone (in isolated areas)
- x16. Work shifts
- x17. Ability to tolerate high job stress (e.g., deadlines unstructured demands, high work volume)
- x18. Sweep & Mop
- x19. Make accurate judgments and assessments of

individuals and/or other staff and situations
- x20. Push/pull heavy loads such as positioning patients/objects onto carts/chairs/beds, pushing wheel chairs or large beds, office equipment, etc.
- x21. Pass: TB assessment/test, drug screen, background checks
- x22. Work with persons suspected that could have aggressive behaviors

JOB RISK (ENVIRONMENTAL) FACTORS:
(Check OR x those that apply)

- x1. Exposure to cold/warm/hot temperatures
- x2. Exposure to wet floors
- x3. Exposure to video display terminals, microfiche, or increased eye concentration
- x4. Exposure to chemical vapors, including cleaning supplies
- 5. Exposure to heavy metal (e.g., mercury) – specify

- x6. Exposure to ionizing radiation (microwave, TV, etc.)
- x7. Exposure to dust
- x8. Exposure to sharp knives, cutters, blades (kitchen area)
- x9. Exposure to excessive noise
- x10. Exposure to carcinogens – cleaning agents
- x11. Infection hazard (e.g., TB, hepatitis, HIV) -

- x12. Skin contact with solvents or other chemicals
- x13. Working around machinery w/moving parts-adaptive eqpt
- 14. Exposure to flying objects
- x15. Exposure to oil and/or gas fumes - vehicles
- 16. Other:

I understand the above Position Description and Essential Job Functions are required of me and that I am capable of performing them with: _____ No restrictions _____ The following restrictions:

Signature: _____

Date: _____