

ADMINISTRATIVE ASSISTANT – WHITE COUNTY POSITION DESCRIPTION

Non-Exempt Hourly Position
Reports to County Director
Located at White County Office

Qualifications

High school diploma
Administrative Certification or 2 years' experience in Administrative Assistant position
Proficient, working knowledge of computer (database, Excel, Access, Word, etc.)
Excellent written communication skills
Detail oriented
Self-directed
Organized
Excellent interpersonal skills
Good time manager

Primary Responsibility

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

Job Description

- Provide general clerical/administrative support
- Assist with direct care interviews
- Provide general typing and spreadsheets (Excel)
- Maintain vehicle files and records (including obsolete records, general information records)
- Copy materials as needed
- Record meeting minutes
- Order supplies
- Fill in as direct care as needed
- Handle phone calls
- Review com logs and distribute mail
- Post Job Postings
- Prepare Purchase Orders
- Update Phone Roster
- Copy and distribute to employee CPR, First Aid and Med Certificates
- Maintain supply of applications
- Shop for Day Center supplies
- Copy and distribute All Staff Memos
- Maintain Forms Manual
- Other responsibilities as assigned

Essential Job Functions Sheet

Job Title: Administrative Assistant for White County

Primary Job Duties/Responsibilities: See attached job description

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

- 1. Stand or walk more than 70% of shift
- x2. Sit more than 50% of shift
- x3. Kneel or squat frequently
- x4. Bend or stoop frequently
- 5. Work with areas above shoulder level
- 6. Lift more than 25 pounds
- x7. Lift more than 50 pounds
- x8. Have full use of both 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
- 14. Use ladders, step stools
- x15. Work alone (in isolated areas)
- 16. Work shifts
- x17. Ability to tolerate high job stress (e.g., deadlines, unstructured demands, high work volume)
- 18. Mop, sweep, shovel more than 4 hours/day
- x19. Make accurate judgments and assessments of individuals and/or other staff and situations
- x 20. Push/pull heavy loads such as positioning patients/objects onto carts/chairs/beds, pushing wheel chairs or large beds, office equipment, etc.
- x21. Required: TB test, drug screen, background check (motor vehicle, criminal, Elderly or Vulnerable Abuse check)
- 22. Other: _____

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

- 1. Exposure to cold/warm/hot temperatures
- 2. 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 _____
- 6. Exposure to ionizing radiation
- 7. Exposure to dust
- 8. Exposure to sharp knives, cutters, blades (kitchen area)
- 9. Exposure to excessive noise
- x10. Exposure to carcinogens – cleaning agents
- 11. Infection hazard (e.g., TB, hepatitis, HIV) - _____
- 12. Skin contact with solvents or other chemicals
- 13. Working around machinery with moving parts
- 14. Exposure to flying objects
- 15. Exposure to oil and/or gas fumes - vehicles
- x16. Aggressive behaviors of supported individuals
- 17. Other: exposure to communicable disease

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: _____