

Date Posted: 11/24/2015
Department: Health and Human Services
Job Title: Administrative Assistant
Location: Kiowa, CO
Salary: \$29,460-\$39,732
Applications accepted until: 12/2/2015
Elbert County is an Equal Opportunity Employer
If interested, please submit applications and resumes to:
Elbert County Government
215 Comanche St., PO Box 7, Kiowa, CO 80117
Or email: dianna.hiatt@elbertcounty-co.gov
For more information, please call 303- 621-3150



Administrative Assistant

Department: Health and Human Services
Date: November 2015

Salary: \$2,455 - \$3,311/month
FLSA: Non-Exempt

GENERAL STATEMENT OF DUTIES

This position handles front office operations and provides administrative assistance for all agency departments to maintain the integrity of the office. This position is a key supportive role for both Human Services and Public Health and Environment programs and serves as the focal point of communication for customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greets customers at a front desk with outstanding customer service
- Answers main office phone line(s), directs telephone calls to appropriate department for assistance, handles independently or takes messages as required
- Creates, maintains, updates and organizes computer files containing correspondence, records, etc.
- Composes correspondence of various types
- Receives and receipts various payments
- Assists with inventory and supply ordering
- Responsible for all mail distribution
- Assists staff with agency scheduling
- Inventories and orders office supplies
- Oversees clean and orderly work environment for the agency
- Processes Vital Statistics requests and is available for after hours on-call rotation
- Maintains agency vehicle logs and maintenance records
- Issues EBT cards and other confidential information
- Attends job specific trainings
- Determines appropriate routing of written communications or documents based on subject matter content
- Verifies that records, forms, computer output or other items are accurate and in proper order
- Operates and performs minor maintenance on standard office equipment
- Reads source materials to maintain needed knowledge, obtains data and compiles information required for the preparation of summaries and reports
- Various additional duties as assigned

SKILLS AND ABILITIES

- Excellent interpersonal skills
- Excellent communication skills - written, verbal and listening
- People-oriented
- Excellent organizational skills
- Self-motivated
- Able to work with minimal supervision and stay on task
- Detail oriented
- Proactive in problem solving
- Dedicated to customer service and confidentiality
- Ability to perform routine computer functions and learn new applications as necessary
- Ability to complete work accurately and timely
- Ability to work in a team environment
- Ability to multi-task
- Ability to respond tactfully to executive management, customers, and employees
- General office administrative and clerical skills

KNOWLEDGE

- Knowledge of basic clerical functions
- Knowledge of Microsoft Office to include: Word, Excel, PowerPoint, Access.

RESPONSIBILITY

This position reports directly to the Finance Manager for updates and additional workload assignments

PERSONAL WORK RELATIONSHIPS

Contacts are with agency management and staff, county and state personnel and the public for the purposes of providing information, explanation and interpretation of policies and procedures

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Education: High School Diploma or Equivalent

Experience:

- Minimum 2 years Customer Service Experience
- Computer literacy including, but not limited to Microsoft Office
- Ability to operate standard office equipment and current technology

PREFERRED QUALIFICATIONS

Associate's degree in Business, Communications or closely related field and 2 years experience working in Health and/or Human Services office

ADDITIONAL REQUIREMENTS

- Valid Colorado Driver's License
- Acceptable Motor Vehicle Record
- Must be able to pass a criminal background check
- Bilingual a plus

PHYSICAL EFFORT, WORK ENVIRONMENT

Works in a standard office environment, incumbent may encounter angry, hostile clients and verbal abuse

Physical Requirements of Position:

The following are some of the physical demands commonly associated with this position.

Driving:	Occasionally
Balancing:	Frequently
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Occasionally
Kneeling:	Occasionally
Crawling:	Occasionally
Climbing Stairs:	Occasionally
Climbing Ladders:	Occasionally
Reaching:	Frequently
Standing/Walking:	Frequently
Lifting:	Occasionally
Lifting: 1 lb. minimum/30 lbs. maximum	
Carrying: 1 lb. minimum/30 lbs. maximum	
Push/Pull: 1 lb. minimum/30 lbs. maximum	

Probation Period:

- Initial six months with potential of one six-month probationary period extension based on Supervisor recommendation and Director approval