

SKAMANIA COUNTY

JOB DESCRIPTION

TITLE: OFFICE ASSISTANT V

**FLSA STATUS: Non-Exempt
Approved:**

SUMMARY

Positions within this classification are responsible for performing a variety of complex and technical office duties related to the department administrative operations requiring comprehensive knowledge of departmental and/or county-wide functions and procedures.

To perform the work, the incumbent is responsible for understanding and interpreting laws, codes, regulations, and/or ordinances and applying such to the assigned division. Participating in the evaluation of the services provided and recommending changes to improve efficiency and consistency is an on-going requirement of the position.

Work is performed with considerable independent judgment. Positions of this class may coordinate and oversee the activities of subordinates in classifications at the Office Assistant 3 and 4 levels and/or volunteers. The work requires a considerable amount of contact with county officials, department heads, county employees, other agency personnel and the general public.

ESSENTIAL FUNCTIONS

**Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this classification.*

Performs complex and diverse work in a specific division of a county department requiring independent judgment and a full working knowledge of the function to which assigned.

Provides detailed assistance to the public requiring thorough knowledge of laws, regulations, policies, and procedures specific to the departmental functions including those cooperating agencies.

Independently prepares, types, and proofs forms, letters, orders, reports, newsletters and other documentation. Composes correspondence in accordance with established statutes, procedures and instructions.

Plans and organizes systems for maintenance of complex records or data as required by statute and/or department policies and procedures.

Analyzes laws and ordinances affecting work area and recommends changes in procedures to comply with the requirements.

Prepares reports and/or correspondence relating to division operations and activities for the specific department official, and for State and Federal agencies.

Provides administrative assistance to policy-making officials. Communicates areas of concern to the official and requests direction as to the most appropriate course of action.

Responds to citizen requests and/or complaints by researching the issue or concern.

Processes transactions, such as bills, vouchers, refunds and claims for expenses; accountable for all monies received in the specific division, if applicable.

Maintains office equipment and supplies.

Trains volunteers and manages meetings of volunteers in various programs, including conflict resolution as needed.

PERIPHERAL FUNCTIONS

Cross-trained to assist in other divisions of the department as needed.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of department policies and procedures as required by the position.

Knowledge of the functions of county government and the inter-relationships between departments and outside cooperating agencies.

Knowledge of basic bookkeeping and accounting procedures.

Demonstrated organizational skills and time management skills.

Demonstrated group organizational skills and time management skills.

Effective listening skills.

Proficient use of standard office equipment including software applications specific to the work performed, such as word processing, spreadsheets, database management systems, e-mail, etc.

Ability and initiative to work independently with a minimum amount of supervision.

Ability to use independent judgment, make decisions, and accept responsibility for assigned tasks.

Ability to work with the public and volunteers in a professional and courteous manner under varying circumstances.

Ability to prepare accurate, clear, and concise reports.

Ability to maintain confidential information and materials.

Ability to communicate clearly and concisely, orally and in writing.

Ability to establish and maintain an effective and professional working relationship with elected officials, department heads, employees, volunteers and other agencies.

Ability to effectively and efficiently carry out the policies of the department.

Ability to train and oversee the work of lower classified employees and volunteers.

EDUCATION AND EXPERIENCE

High school diploma, or G.E.D., and three years of progressively responsible experience performing duties at a similar level, preferably in the public sector, or an equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions of the position.

LICENSES/CERTIFICATES

A valid driver's license may be required.

WORKING CONDITIONS

Work is performed primarily in an office environment. Specific assignments may require participating in evening and weekend activities and traveling out of town overnight.

The ability to successfully pass background check and/or screening may be required.

PHYSICAL REQUIREMENTS

The duties of the above position require sitting, walking, stooping, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

The statement contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical/mental disability.
