

Class Title: Administrative Assistant II

Position Summary:

Capable of independently following through with an assigned project. Compiling and maintaining sensitive data as directed. Must exercise independent judgement with respect to real or potential problems, and on own initiative, bring these to the attention of the appropriate staff personnel. Provides various information to the public. Provides assistance with accounting responsibilities. The Administrative Assistant II is classified as a Fair Labor Standards Act (FLSA) non-exempt position.

Essential Job Functions:

- Operate computer and other office equipment
- Assist with A/R functions, i.e. periodic bank deposit of A/R cash receipts and data entry to accounting system
- Assist with A/P functions, i.e. assign Purchase Order numbers, prepare Purchase Orders, document check numbers on payment records, make all necessary A/P copies
- Plan and organize work
- Provides assistance to other office staff and other departments

Required Qualifications:

- High school education / G.E.D., with a minimum of one years of work experience and a working knowledge of MS Office programs
- Requires a valid driver's license and a driving record free of significant moving violations
- Ability to pass a background check
- Ability to read, understand, interpret and explain rules and regulations
- Must be bondable

Desirable Qualifications:

- Requires ability to work independently and efficiently under minimal supervision
- Ability to work under stressful conditions, analyze situations
- Ability to prepare and present concise oral and written reports

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill 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 balance the workload. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. **Individuals must be able to pass a Triple I (III) and/or CHRC Fingerprint background check.**

Signature

Date