



COUNTY OF NYE

CLASS TITLE: ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of a Department Head or Elected Official is responsible for departmental staff services of a County Department. Work involves performing staff services for an administrative official; continuous review of office and field procedures and the development of procedural improvements. Initiative or independent judgment is exercised within a framework of established policies and procedures and work is reviewed through conference and reports.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Establishes and maintains effective working relationships with governmental officials and the public.
2. Prepares various statistical, financial and special reports; reviews and replies to correspondence.
3. Responsible for departmental staff services such as personnel and office management; purchasing, accounting and budget preparation.
4. Maintains current knowledge of Nevada Revised Statutes and their application as it relates to the office.
5. Reads, reviews and catalogs county contracts; maintains contract files; enforces contractual provisions and timetables between contractors and contracted.
6. Acts as assistant to a department head performing special assignments of a non-routine nature.
7. Contributes to the evaluation process of subordinate staff up to and including annual performance evaluations.
8. Prepares bank deposit and deposits money at bank.
9. Maintain oath of office if required.

Knowledge of:

Considerable knowledge of the principles and practices of modern public or business administration; Considerable knowledge of modern office management methods.

Ability to:

Ability to plan, organize and direct the work of others; Ability to develop and install administrative procedures and operations and to evaluate their efficiency and effectiveness; Ability to exercise judgment and discretion in applying and interpreting departmental policies and procedures; Ability to establish and maintain effective working relationships with administrative officials, employees and the public.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school proficiency exam and/or work experience directly related to the duties and responsibilities of the class.

LICENSES:

Valid Nevada Driver's License.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

May include supervising a moderate number of technical and clerical employees, or assisting in supervising the work of a larger staff.

CONTACTS:

Supervisors, co-workers, general public, elected officials and/or department heads.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment.