

# NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

08/26/2019

## Administrative Assistant I

Northampton County is accepting applications for an Administrative Assistant I position in Building Inspections Department to perform a variety of administrative, secretarial and coordinative duties in an office requiring a total understanding of the departmental rules, regulations, goals and service.

**Education/Experience:** Two-year degree in business, secretarial science, or related field or considerable experience in office management work, or have two years of experience in administrative work or an equivalent combination of education and experience.

**Requirements:** Must have the ability to use a wide variety of word processing and other computer software.

Apply at the Northampton County HR Department  
9467 NC HWY 305  
or mail application to:  
PO Box 367, Jackson NC 27845

**See job description at:**  
[www.northamptonnc.com](http://www.northamptonnc.com)

**Deadline to apply: Tuesday, September 3, 2019**  
NORTHAMPTON COUNTY APPLICATION REQUIRED  
Salary Grade 63 - \$30,250 to \$53,380  
Normal Hiring Range: \$30,250 to \$31,777

*Northampton County Is An Equal Opportunity Employer And Hires Only U.S. Citizens And Lawfully Admitted Aliens. Northampton County Is A Drug-Free Workplace. All Candidates Will Be Subject To Background Checks/Drug Testing As A Condition Of Employment.*

# **Administrative Assistant I**

## **General Statement of Duties**

Performs a variety of administrative, secretarial and coordinative duties in an office requiring a total understanding of the departmental rules, regulations, goals and service.

## **Distinguishing Features of the Class**

Employees in this class perform a wide variety of clerical and administrative support duties. Work generally requires that employees independently handle certain activities such as information processing and referral, fiscal controls, or a special aspect of a program of office activity. Office support duties are considered at the advanced journey level and require considerable tact and discretion in handling sensitive or confidential matter in the program areas. Work requires a broader knowledge of office operations in order that the role may serve as backup and at a competent level in several roles. Work requires more independence and self-initiative in activities and may include supervising or providing technical assistance to other clerical positions in the organization. Precedent setting situations are referred to higher level supervisors. Guides may include a variety of written manuals and instructions, as well as massive sets of rules and regulations. Sound judgment is required in performing the tasks. Work is performed under the supervision of the department head or higher level supervisor and is evaluated through observation, conferences, and the quality and effectiveness of work completed.

## **Duties and Responsibilities**

Secures information via telephone or personal contact; selects appropriate materials to answer questions and often handles the inquiries independently for the organization;  
Handles confidential or sensitive information in an appropriate manner;  
Handles accounting and budgetary functions for the department including monthly financial reports;  
Orders supplies and materials and serves as contact with the Finance Department;  
Interprets a variety of rules, regulations and information on the program and organization's activities;  
Operates the word processor in generating correspondence, memoranda, notes, minutes, reports or other materials; reviews work for compliance with instructions, spelling, punctuation and basic grammar; proofreads final copies of materials;  
Reviews and verifies records and reports for correct information; processes documents based on review and verification; files and retrieves materials; performs periodic follow-up activities;  
Requests information using standardized forms; compiles information requiring the selection of data from well-established sources;  
Screens and routes materials according to content of communications; may do research or pull related materials from files;  
Maintains activity records and files; initiates appropriate follow-up or further action based on the status of office activity;  
Based on review of office records or reports, identifies potential inconsistencies; determines the cause; resolves with staff and outside personnel;

May organize and direct special programs and activities for the organization;  
Serves as office coordinator or senior clerical support staff resource;  
Serves as backup for positions within the organization;  
May supervise other clerical positions;  
Performs related duties as required.

### **Knowledge, Skills, and Abilities**

Thorough knowledge of office practices and procedures;  
Considerable knowledge and ability to use correct grammar, vocabulary, and spelling;  
Working knowledge of county function to which assigned and related policies, procedures, and regulations;  
Working knowledge of arithmetic and its uses in general office work;  
Ability to communicate effectively in person and by telephone;  
Ability to gather and give basic information and instructions on departmental programs based on inquiries;  
Ability to learn thorough knowledge of persons and organizational programs;  
Ability to be tactful and courteous;  
Ability to gather and compile materials from a variety of sources;  
Ability to operate any office machines at the speed required by the position such as word processor, typewriter, calculator, or other equipment;  
Ability to use a wide variety of word processing and other computer software to generate work for the office assigned;  
Ability to use judgment in organizing and establishing priorities and work assigned;  
Ability to record information and balance figures;  
Ability to compile information based on general instructions;  
Ability to arrange and place records, reports and files into a proper sequence;  
Ability to establish and maintain effective working relationships with supervisor, employees, and the general public;  
May need to have the ability to plan, organize, monitor evaluate, and delegate duties to others.

### **Education and Experience**

Two-year degree in business, secretarial science, or related field or considerable experience in office management work, or have two years of experience in administrative work or an equivalent combination of education and experience.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of grasping, talking, hearing, and repetitive motions;  
Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift carry, push, pull, or otherwise move objects;  
Must possess the visual acuity to prepare and analyze data and figures, operate a typewriter or computer terminal, and determine the accuracy, neatness, and thoroughness of the work assigned. Some positions may be required to take and transcribe dictation and minutes.