

# NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

04/27/18

## **Administrative Officer I**

The Human Resources Department is accepting applications for a full-time position in the Northampton County Public Works Department, located in Jackson NC. The Administrative Officer I position is responsible for administrative tasks in a team oriented environment, while supporting a wide variety of complex tasks and functions for each division and the Public Works Director.

**Education/Experience:** Graduation from a four year college or university and one year of experience in personnel, budgeting, research, or administrative management; or an equivalent combination of education and experience. (Experience involving participation in the planning and management of a business or government program may be substituted for college on a year-for-year basis). Must possess and maintain a valid North Carolina driver's license.

Apply at the Division of Employment Security (DES)  
Becker Village Mall, Roanoke Rapids NC  
or mail application to: HR Dept., PO Box 367, Jackson NC 27845  
or apply in person at 107 Thomas Bragg Drive

POSTMARK / CLOSING DATE: May 18, 2018

### **SUBMIT A NORTHAMPTON COUNTY APPLICATION**

Available @ [www.northamptonnc.com](http://www.northamptonnc.com)

*SEE COMPLETE JOB DESCRIPTION ONLINE*

### **Normal Hiring Salary Range**

Grade 67: \$33,998 - \$35,719

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 Officer I**

## **General Statement of Duties**

Employee performs responsible administrative tasks in a team oriented environment, while supporting a wide variety of complex tasks and functions for the Public Works Department and the divisions within. Work involves considerable attention to detail and exercising independent judgment in a high paced, multi-tasked environment.

## **Distinguishing Features of the Class**

Under the direction of the Public Works Director coordinates and performs a variety of skilled secretarial and clerical functions; provides administrative support to the Public Works Director, divisional supervisors and other departmental personnel; prepares correspondence, reports, and other documentation; updates and maintains the Department's records and files; responds to Public Works inquiries and complaints; and performs other related duties as assigned. They perform a variety of administrative duties including devising and installing new work methods; interpreting rules, regulations, and procedures; and some supervision of subordinate clerical employees. Work is performed under general supervision with limited exercise of independent judgment and is reviewed periodically through conferences, post audits, personal inspections, and written reports to insure conformity with established procedures and policies and the exercise of sound judgment.

## **Duties and Responsibilities**

### **Essential Duties and Tasks**

- Plans and directs the work of a small group of subordinate employees engaged in maintaining general accounts, purchasing supplies and equipment and preparing related records, reports, and statements.
- Serves as a contact to a wide variety of citizens, visitors and or staff; refers inquiry to appropriate staff/function; provides necessary first-line information concerning policies, guidelines, or procedures;
- Operates within a team of support staff/supervisor; communicates appropriately within team concerning project status, deadlines, back-up, etc.;
- Serves as the primary support staff for a variety of divisions within the Public Works Department, performing a wide variety of office responsibilities – processing personnel transactions, invoicing, purchase orders, contract processing/coordination, etc., utilizing a range of software packages including Microsoft office and data applications;
- Prepares and reviews invoices and requisitions for accuracy, completeness, and conformance to established standards; maintains and processes purchasing and accounts payable requests;
- Prepares and reviews monthly reports on accounts receivable; monitors and balances department financial activity which may include accounts payable, accounts receivable, cash receipts for fees, petty cash, budget analysis and expense reporting.
- Participates in the budgeting process either in a data collection or coordination role; collects information from outside sources and departmental personnel, conducts research on items, supports managers in the development of a draft of budget documentation;
- Compiles information and prepares basic narrative and statistical reports;

Collects and prepares data for records and reports;  
Tracks invoices and provides summary information to managers on request;  
Follows Records Retention Policies administered by North Carolina Department of Cultural Resources;  
Operates specialized office equipment and related software, specific to maintaining electronic records;  
Records Management; accurately scan appropriate documents, file electronically, ensuring that all information can be accessed as needed;  
Maintains FEMA certification to work during emergencies; may require flexibility to support departmental response to emergency and or inclement weather events;  
Develops and maintains spreadsheets and databases;  
Formats and types from rough draft, copy, or verbal instructions; letters, memos, forms, reports or other correspondence; types technical materials;  
Schedules and arranges appointments and meetings, travel, facility usage or other events;  
Maintains filing system; Follows record retention Policies administered by North Carolina Department of Cultural Resources;  
Collects fees and maintains cash drawer; Oversight of subordinate staff cash drawers; Prepare daily deposits and balancing;  
Communicate work orders to other departmental staff using a two-way radio system.  
Operates standard office equipment, including use of personal computer and related software;  
Performs special research as needed;  
Assist with interviewing, training, and coaching of subordinate staff.  
May act as back-up to department operations staff or other department administrative support.  
Maintain employee time-off requests and timesheet records;  
Assists in departmental personnel administration.  
Assists in the interpretation and dissemination of departmental policies and rules and in the formulation of new or revised policy.  
Assists the director in management activities; confers with management representatives of other county departments in administrative services problems.  
Communicates and maintains relationships with other county departments.  
Receives visitors and telephone calls and makes appropriate disposition of inquiries which involve interpretation of departmental policies and programs.  
Makes decisions on specific operating problems in accordance with departmental or county policies and procedures.  
Receives and reviews correspondence, assigns it to appropriate persons for preparation of replies; reviews completed assignments for conformity with instructions, attachment of pertinent reference materials, and general completeness.

### **Additional Job Duties**

Performs other job-related duties and tasks as required.

### **Recruitment and Selection Guidelines**

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

Considerable knowledge of modern office procedures, practices, and equipment.

General knowledge of the principles and practices of public administration, business administration general local government operations.  
Some knowledge of personnel policies and practices.  
Some knowledge of accounting principles and practices.  
Some knowledge of Public Information Act and record retention policies.  
Ability to exercise judgment and discretion in applying and interpreting policies and procedures.  
Ability to plan, assign, and review the work of others.  
Ability to work independently in the absence of supervision.  
Ability to demonstrate good customer relations practices.  
Ability to perform general bookkeeping and accounting principles.  
Ability to establish work priorities and complete job tasks within specified time frame with frequent interruptions and changes in priorities.  
Ability to understand and follow oral and written instructions.  
Ability to establish and maintain effective working relationships with associates, officials, and the public.  
Ability to express comments and opinions clearly and concisely in oral or written form.  
Ability to maintain respectful and courteous relationships with co-workers, staff and customers.  
Ability to maintain confidential records and reports.  
Ability to diffuse possible conflicts with angry customers in resolving issues.  
Ability to maintain regular and punctual attendance.

### **Desirable Education and Experience**

Graduation from a four year college or university and one year of experience in personnel, budgeting, research, or administrative management; or an equivalent combination of education and experience. (Experience involving participation in the planning and management of a business or government program may be substituted for college on a year-for-year basis).

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of sitting, stooping, reaching, standing, walking, pulling, lifting, fingering, grasping, talking, hearing and repetitive motions.  
Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.  
Must possess the visual acuity to prepare and analyze data and figures, perform accounting duties, and operate a computer terminal.

### **Skilled Requirements**

Must possess and maintain a valid North Carolina driver's license.