



JACKSON COUNTY ADMINISTRATOR
COUNTY OF JACKSON
WALDEN, COLORADO 80480
(970) 723-4660

Job Description

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|---|---|
| Position Title: Administrative Assistant | Department: Administration |
| Reports to: Administrator | FLSA Status: Non-exempt, Full Time |
| Pay Range: \$40,000-\$45,000 | Wage Type: Salary |

The statements below are intended to describe the general nature and level of work being performed by employees assigned to this classification. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Position summary: Administrative Assistant duties include: interoffice communications, general office management, light accounting, scheduling and planning of meetings, processing of various applications, permits and other forms, data entry, ordering and maintaining office supplies, document creation and distribution, research, various reporting, other duties for efficient office operations as needed

Essential Duties and Responsibilities

- Answer phone, take messages and distribute information as necessary
- Greet people coming into the office, assist as needed
- Prepare vouchers and deliver to the Accounts Payable office
- Research as necessary
- Data entry, accounts payable tracking
- Asset management tracking
- Grant monitoring and tracking
- Filing
- Errands including post office, checking on the Wattenberg, etc
- Communications with vendors, cooperative agencies, County offices, etc as necessary
- Monitor Website, contact, updates
- Assist with miscellaneous office tasks and projects as needed

Non-Essential Duties and Responsibilities

- When a local declaration of emergency or disaster is declared by the Board of Commissioners, all Jackson County employees may be required to work as needed
- Performs other duties as appropriate or necessary for performance of the job

Knowledge, Skills & Qualifications

- General office practices and procedures
- Microsoft Suite, Google Suite
- Ability to multi-task and handle a fast paced office
- Communicate clearly and concisely
- Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations and members of the public
- Must be at least 18 years of age
- Possession of a valid driver's license
- High School Diploma or Equivalent

Signature_____

Date_____

Supervisor_____

Date_____