



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

Job Description

Position Title: Office Assistant	Department: Administration
Reports to: County Administrator	FLSA Status: Non-exempt, part-time
Pay Range: \$17-21	Wage Type: Hourly

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: Office Assistant duties include providing administrative support within the Administrator's office, including handling correspondence, scheduling, filing, and assisting with daily office operations. This position assists the Lodging Tax Panel with paperwork, research, and minutes.

Essential Duties and Responsibilities

- Answer phone, take messages and distribute information as necessary
- Greet people coming into the office, assist as needed
- Manage multiple databases (word, excel, google docs, forms, sheets, and gmail)
- Technology setup and updates
- Website updates and edits
- Research as necessary
- Filing
- Communications with vendors, cooperative agencies, County offices, etc as necessary
- Social media updates
- Assist with miscellaneous office tasks and projects as needed
- Manage calendars and schedules

Knowledge, skills, and qualifications
<ul style="list-style-type: none">● General office practices and procedures● Proficient 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● Respect confidentiality● Must be at least 18 years of age● Possession of a valid driver's license● High School Diploma or Equivalent● Background check will be required

Non-Essential Duties and Responsibilities
<ul style="list-style-type: none">● 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 <p style="text-align: center;">Equal Opportunity Statement:</p> <p>We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status.</p>