

Lauderdale County – Job Description

County Administration Department – Clerical Assistant

Major Duties and Responsibilities

Administrator/Board of Supervisors

- Maintain departmental files for contracts, lease purchases and other documentation
- Obtain Board President signature on documentation
- Prepare letters and general correspondence
- Maintain county telephone directory
- Run errands such as deliveries to the Board Attorney's office
- Schedule appointments as requested
- Update Board of Supervisors calendar on Outlook
- Prepare Proclamations
- Other duties as assigned

Receptionist

- Assist with answering phones, taking messages and greeting people
- Organize and clean front desk and seating area
- Maintain appointment calendar for Conference Room and Boardroom
- Maintain calendar for QV Sykes and Toomsuba Ball Park
 - Obtain proper payments
 - Inform proper people of dates of use
 - Handle the sign in and out sheets along with keys for both areas

Purchase Clerk

- Put purchase orders together
- File purchase orders and other documentation
- Mail: open, stamp in, sort, distribute

Internal Auditor

- Copy/scan documentation
- Assist with excel spreadsheets for preparation of budget, financial statements and grants

Comptroller

- Scan documentation

General

- Assure copier and fax machine have paper in them
- Send faxes and distribute incoming faxes
- Maintain break room: supplies and clean
- Type correspondence for various county employees as requested
- Make coffee for Work Sessions and Board Meetings

Job Context

The Clerical Assistant is a part-time position of 30 hours per week in the County Administration Department. The person in this position is supervised by the County Administrator and has no supervisory authority. The Clerical Assistant works regular, year-round hours and occasionally works overtime and never works at night. This position never requires shift work and is never on call. 100% of the work is indoors and 0% outdoors. The position has accountability for monetary, safety, and legal issues related to the major duties and responsibilities. There is never exposure to chemicals and/or hazardous materials. The Clerical Assistant must have a high school diploma or its equivalent. In addition, two years of work experience is required. The stress level associated with this position is average. Physical work involved includes, but is not limited to, filing, typing bending and sitting for long periods of time.

Knowledge, Skills and Abilities

Knowledge:

- General office and filing practices and procedures
- Proper grammar and proper use of English in speaking and writing
- Computerized software, Microsoft Office-- Word and Excel
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning employee safety
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government
- General office equipment, computers and the multi-line telephone system

Skills and Abilities:

- Accurate typing and data entry using a personal computer
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other County employees, etc.—both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement, and follow departmental and County procedures
- Cater to the various needs of different department heads