



# ISABELLA COUNTY, MICHIGAN

<b>Position</b>	Entry Administrative Assistant	<b>FLSA Status</b>	Non-Exempt
<b>Department</b>	Various	<b>Pay Grade</b>	

## GENERAL SUMMARY

The Entry-Level Administrative Assistant supports the daily operations of the office by performing clerical duties, including answering phones, managing correspondence, scheduling appointments, and maintaining files. The Administrative Assistant works closely with other team members to ensure efficient workflow and provides excellent customer service to internal and external clients.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Performs general administrative duties, including typing reports, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone and establishing and maintaining filing systems.
- Performs administrative duties, including accounts receivable and payables, tracking line items and monies, running reports and timesheets, preparing letters and subpoenas and assisting in creating and inputting yearly budgets.
- Prepares various correspondence and administrative functions for the department including but not limited to memorandums, letters, reports and forms.
- Assists with various budget preparations and monitors accounts. Prepares internal documents for procurement purposes.
- Answers the telephone and provides information as requested or forwards calls to appropriate staff person. Greets and assists office visitors.
- Maintains supplies inventory, which includes checking stock, anticipating needs for supplies, placing and expediting orders, verifying receipt of supplies and maintaining records and invoices for supplies and equipment.
- Sorts, processes and distributes mail.
- Provides support for meetings, including preparation of minutes, meeting packets and records maintenance.
- Performs other duties as assigned.

## **MINIMUM ENTRANCE QUALIFICATIONS**

### **Education and Experience**

- High School Diploma.

### **Licenses or Certifications**

- Valid driver's license.

### **May be required depending on department:**

- CPR/First Aid.
- AED certification.

## **OTHER JOB REQUIREMENTS**

- None.

## **PREFERRED QUALIFICATIONS**

- Customer service experience.

## **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

### **Knowledge of:**

- Modern office equipment, procedures and applicable software packages.
- General accounting principles and practices.
- Proper recordkeeping and bookkeeping.
- Various administrative and departmental procedures and policies.
- Proper invoice and financial report preparation.

### **Skill in:**

- Customer service.
- Establishing and maintaining effective working relationships.
- Organization and time management.
- Written and verbal communication.
- Problem solving and analysis.
- Preparing detailed notes and/or minutes.
- Basic mathematics.
- Preparing spreadsheets, graphs and charts.

**WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Individuals who are unpleasant or unhappy			X
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises ( <i>85+ decibels</i> )	X		

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Position:** Entry Administrative Assistant

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

<b>Date created:</b>	12/10/2016
<b>Dates revised</b>	10/01/2024