



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Executive Assistant

**FLSA:** Non-Exempt

**DEPARTMENT:** Various

**REVISED:**

**Summary:** Under minimal supervision, performs skilled, professional and confidential administrative and secretarial functions for an assigned office/department.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Provides high-level administrative support, and exercises independent judgment in preparing correspondence, scheduling meetings, conducting research, preparing reports and presentations, and handling information requests from the general public and other governmental agencies.
- Coordinates day to day office activities including receiving visitors, answering telephones, responding to email, filing, processing mail, and problem solving.
- Orders office supplies, maintains supply inventories, troubleshoots office equipment problems and coordinates repairs.
- Schedules and coordinates appointments, meetings, conferences, travel arrangements, interviews, training sessions, public hearings, and appearances; maintains calendars for assigned personnel.
- Collects and researches information and prepares technical reports, spreadsheets, graphs and statistical data.
- Provides assistance with analyzing, maintaining and tracking contracts, annual budgets, departmental statistics, and relevant policies and procedures.
- Processes personnel change information and maintains associated databases, files and records.
- As required, processes and assures the accuracy of payroll and timekeeping documents.
- As required, administers applicable rules, regulations and provisions; prepares and places for publication required legal notices; processes applications and distributes permits/licenses.
- As required, maintains petty cash, tracks bank statements/funds deposited, and serves as check writing authority.
- Provides backup and training to other divisions during employee absences or times of peak activity.
- Tracks media worthy news for assigned office/department; compiles articles of interest.
- Notarizes documents including background checks, applications, permits, finger print cards, affidavits and correspondence as required.
- Prepares publications, processes invoices for payment, and prepares directories and other information as required.
- Maintains and updates departmental forms utilized in area of assignment or for County-wide use.
- Performs other duties as assigned or required.



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### **Knowledge and Skills:**

- Knowledge of secretarial/office procedures and practices.
- Knowledge of all aspects of executive level administrative services including customer service, confidentiality and discretion.
- Knowledge of office technology and general office administration.
- Knowledge of rules, regulations, procedures and functions of the office to which assigned.
- Knowledge of payroll processing policies and procedures.
- Knowledge of commercial arithmetic and accounting.
  
- Skill in providing high-level administrative support and meeting deadlines.
- Skill in communicating effectively as well as using discretion and sound judgment.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in maintaining effective working relationships with the general public, elected and appointed officials, and individuals with diverse backgrounds.
- Skill in performing assignments on the basis of general outlines or broad instructions.
- Skill in evaluating data/statistics and translating information into required formats and preparing various correspondence, reports, records and documentation.

### **Minimum Qualifications:**

Associate's Degree; three (3) years of administrative support experience; or equivalent combination of education, training and experience. Depending on area of assignment, additional licenses, certifications and/or background screening may be required.