



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Administrative Assistant

FLSA: Non-Exempt

DEPARTMENT: Various

REVISED:

Summary: Under direct supervision, performs a variety of general administrative tasks and provides clerical assistance to 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 general administrative support including maintaining files and databases, producing reports and publications, answering telephones, processing mail, copying, and faxing.
- Prepares correspondence including letters and memos.
- Orders office supplies/equipment and coordinates with supply vendors; maintains equipment inventory.
- Maintains office equipment and coordinates maintenance work orders.
- Provides customer service assistance to internal and external parties.
- Performs accounting and financial record keeping activities including daily/monthly deposits, creating invoices and preparing bills for payment.
- Provides word processing and data entry support.
- Maintains and updates departmental forms.
- Takes, prepares and maintains meeting minutes as required.
- Processes and performs data input in relation to personnel information as required.
- Prepares directories, registration/entry packets, and project information as required.
- As required, processes legal documents, paperwork and/or case reports.
- Depending on area of assignment, performs notary tasks as required.
- Depending on area of assignment, provides general help desk assistance.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of administrative/clerical practices and processes.
- Knowledge of standard office software applications.
- Knowledge of standard office equipment.
- Knowledge of customer service standards and protocol.
- Knowledge of record keeping and basic accounting processes.

- Skill in coordinating day to day administrative activities for area in which assigned.
- Skill in performing general administrative support functions.
- Skill in providing customer service assistance in person and by telephone/email.
- Skill in effectively interacting with the general public and other relevant parties.
- Skill in preparing and maintaining correspondence, reports, records, documentation and files.

Minimum Qualifications:

High School Diploma or equivalent; two (2) years of office clerical support experience; or equivalent combination of education, training and experience. Depending on area of assignment, additional licenses, certification may be required.