

## **ADMINISTRATIVE ASSISTANT** **Pulaski County Public Safety**

**Department:** Public Safety

**Reports to:** Executive Assistant

**Supervision Exercised:** None

**Supervision Received:** Work is performed with minimal instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Non- exempt, Full Time

**Work Hours:** Typically, Monday thru Friday, 8:00 a.m. until 5:00 p.m, or 40 hours per week as assigned. Overtime is not typical, however may be required based on the needs of the County.

**ESSENTIAL FUNCTIONS:** The Administrative Assistant is responsible for day-to-day operations of the Administrative Offices of the Public Safety, Fire-Rescue, and Emergency Management Departments. The Administrative Assistant carries out various responsibilities as detailed below. Physical presence on the job is required.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check.

### **RESPONSIBILITIES:**

- Audits patient care and Fire Department records for completion and accuracy
- Answers phones and routes call to appropriate recipients
- Assists with training and development programs
- Assists with employee onboarding
- Inventories and orders supplies
- Assists with finance processes as needed and directed
- Assists with maintaining records and documents per the Virginia Records Retention Policy
- Scans personnel information into electronic files
- Manages job applications by sending to appropriate supervisor and saves to electronic files
- Schedules interviews, meetings, and coordinates administrative staff schedules
- Prepares interview packets
- Processes forms and records, ensuring accuracy and completion, and maintains accurate and secure file storage
- Coordinates with regional educational institutions to schedule student internships

**ADA REQUIREMENTS:** This work is sedentary and requires little to no exertion of force, work regularly requires speaking and hearing English, sitting, and occasionally requires standing, walking, using hands, standard vision, and vocal communication. Work has no exposure to environmental conditions. Ability to lift up to 50 pounds.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Detail orientated, ability to follow complex instructions and analyze data
- Ability to work independently and be proactive in departmental needs
- Must possess excellent oral and written communication skills
- Excellent interpersonal skills
- Ability to apply accounting principles and logical thinking to collect data, define principles and make determinations for problem solving

**EDUCATION AND EXPERIENCE:**

- High School Diploma or equivalent is required
- An Associate's Degree in in a relevant field is preferred.
- Proficient in Microsoft Office
- Experience with medical records/billing preferred

**PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

**TRAINING AND JOB DEVELOPMENT:**

- Develops and sets own personal goals for acquiring new skills and job growth
- Works with staff to discuss and resolve problems and provide ideas for improvement and efficiency

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

---

---

---

Employee Name: \_\_\_\_\_

(Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date