



# JACKSON COUNTY JOB DESCRIPTION

## Part Time ADMINISTRATIVE SUPPORT III – Facilities

### **GENERAL DESCRIPTION:**

Under general supervision, performs a variety of advanced secretarial and administrative office management duties for the Facilities Department. Work involves preparing correspondence, spreadsheets, reports, billing, invoices, and payroll. Employee will maintain activity records and public information for the various divisions under the department. Duties include performing basic administrative tasks such as telephone management, distributing mail and making copies. Employee must interact well with the general public and professionals in a courteous and patient manner, even when under significant situational stress. This position will report directly to the Facilities Director.

### **ESSENTIAL JOB FUNCTIONS**

- Assists with the day-to-day operations of the office; greets and assists customers with inquiries; answers phones for the department, relays messages, routes the public to the appropriate division; provides public information, and manages the reception area;
- Assists with administrative support functions of the Facilities Department.
- Performs various clerical functions such as preparing purchase orders, data entry, filing, and receiving and distributing departmental mail; orders equipment and restocks supplies;
- Collects and balances expenditures; ensures proper billing is distributed; reviews reports to identify revenue and expenses for accounts within the department;
- Will prepare and type documents that require the use of a variety of complicated formats for preparing correspondence, reports, spreadsheets and manuscripts. Uses a variety of computer programs and databases including the Microsoft Office Suite. Maintains various records and files;
- Schedules inspections, meetings and conferences. Makes travel arrangements related to training for the department;
- Maintains payroll, annual leave and sick leave information for the department; and
- Performs other job related functions as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

High school diploma or equivalent, supplemented by course work in secretarial sciences and 3 to 5 years of experience in secretarial or administrative work, including significant computer experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must be able to type 50 correct words per minute. Must have a valid Florida driver's license prior to employment.

#### **Knowledge, Abilities, and Skills:**

Knowledge of modern office practices and procedures. Knowledge of math, spelling, grammar and punctuation. Knowledge of County personnel policies, programs and procedures. Skill in organizing work flow and coordinating activities. Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs. Ability to make routine administrative decisions independently in accordance with laws, regulations, and County policies and procedures, and to solve problems and answer questions.

Ability to compile data from varied sources and complete complex reports from such information. Ability to communicate both orally and in writing. Ability to develop and modify work procedures, methods and processes to improve efficiency. Ability to establish and maintain complex records and files. Ability to exercise considerable tact and courtesy in frequent contact with the general public. Ability to establish and maintain effective working

relationships as necessitated by work assignments.

**Analytical Ability:** Requires the ability to rationalize and solve practical problems and to deal with variety of variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; utilize percentages and decimals; to interpret graphs and to maintain the budget for the department.

**Form/Spatial Aptitude:** Requires the ability to inspect items for property length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Communication Skills:** Requires the ability to deal with people (both public and staff) beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress. Requires the ability to speak, hear and write (expressing ideas by speech or written communication). Must be able to communicate via telephone and emails. Must be able to take and transcribe minutes of meetings, write memorandums and other correspondence as directed.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)  
This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

**I have read and accept the terms and conditions of this job description.**

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**Signature**

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**Date**

Revised: 7/31/19