

POSITION DESCRIPTION	FLSA Status -- Non-exempt	Position #:
Position Title: Support Staff/Admin Asst.	Full-time	Grade: 07-1950
Department: Personnel/Finance/Emergency Management	Location: Personnel/Finance/EOC Departments	Date: June 2023

GENERAL STATEMENT OF DUTIES: Performs a variety of basic administrative tasks for the Office. Work is performed under the general supervision of the Department Heads for each department.

EXAMPLES OF DUTIES PERFORMED:

- Primarily responsible to provide customer service at window
- Assist with office duties including answering phone, faxing, typing, and data entry
- Ensures confidentiality of information
- Organizes files and office appointments
- Assist with processing incoming and outgoing mail
- Responsible for vault storage (retrieving filing, purging, and sorting)
- Assist with creating reports, forms, spreadsheets and documents as directed
- Perform data entry as assigned
- Responsible for backup of all functions of Payroll and Accounts Payable
- Assists with Emergency Management Projects
- Demonstrate professional, courteous customer service to clients and other staff, consistent with County Core Values;
- Supports Washburn County Core Values throughout all levels of department decision making. Develops customer service as an integral part of department operations;
- Performs other duties as requested and assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of modern clerical procedures used in keeping fiscal records and of modern office terminology; extensive knowledge of business math, business English and basic bookkeeping; ability to type from clear copy and rough draft and to type at a speed of 45 wpm; ability to ten-key with 90% accuracy; ability to make decisions in accordance with regulations, policies and procedures; ability to follow complex oral and written directions with higher than average accuracy; ability to maintain complex clerical records and prepare reports from such records in a confidential manner; ability to make decisions in accordance with laws, regulations and establish procedures; ability to maintain an effective and cooperative working relationship with employees, professional staff, county officials and the general public; skill in the operation of office equipment including computer equipment; working knowledge of word

processing and spreadsheet software programs; courtesy and cooperation; good independent judgement, good organizational skills and must be detail oriented.

EXPERIENCE AND TRAINING REQUIRED: Must have a high school diploma or equivalent. A certification in payroll or two years of relevant experience which provides the essential knowledge, skills and abilities is required. Experience with computerized accounting, payroll, MS Office Word and Excel programs.

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. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Work is performed in office settings. Hand-eye coordination is necessary to operate instruments, equipment, computers, and various other pieces of office equipment.

TOOLS AND EQUIPMENT USED: Telephone systems; personal computer including MS Office software; copy machine; fax machine; calculator.