

<b>POSITION DESCRIPTION</b>	FLSA Status – Non-exempt	Position #:
Position Title: Admin Asst. to HR/Finance/ Emergency Management	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 Human Resources, Finance and Emergency Management.

EXAMPLES OF DUTIES PERFORMED:

- Responsible as a backup for payroll and accounts payable processing and to the human resources assistant when necessary
- Assist personnel and finance departments with data entry, including accounts payable of multiple departments
- Assist with creating and updating reports, forms, spreadsheets, and documents as directed
- Assist with Emergency Management Projects
- Ensures confidentiality of information
- Assists customers at the customer service window
- Responsible for answering incoming calls and route to the appropriate department
- Responsible for vault storage (retrieving, filing, purging, and sorting)
- Organizes files as needed
- 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: Experience and 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 oral and written directives; ability to maintain clerical records and prepare reports from such records in a confidential manner; ability to input data accurately; 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. Payroll processing and accounts payable experience preferred or at least two years of relevant experience that provides the essential knowledge, skills, and abilities. 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/fax machine; calculator.