

Christian County Job Description

TITLE: Administrative Assistant to the County Administrator
DEPARTMENT: County Board
REPORTS TO: County Administrator
FLSA STATUS: Salary, Non-Exempt
APPROVED: April 16, 2024

Position Summary:

This position performs duties to support the County Board office as directed by the County Administrator. Additionally, this position shall serve as the Human Resource Representative (HRR) for Christian County under the supervision of the County Administrator.

Essential Duties and Responsibilities:

Assists, as directed, the County Administrator in matters related to the overall effectiveness of operation of county government. Serves as Christian County's Human Resource Representative (HRR) under the direction of the County Administrator. Examples of essential duties and responsibilities may include but are not limited to the following:

- May assist with the preparation of and executing notices for committee/County Board meetings to include website posting-(OMA).
- May assist with completion of monthly claims to include reconciliation of health insurance monthly billings.
- May assist with travel coordination of travel arrangements as deemed necessary.
- May assist with research as directed by the County Administrator.
- May assist with preparation and/or distribution of correspondence to County personnel, elected officials, department heads and/or general public.
- May assist with the hiring process of job posting, advertising, background investigation and/or interviewing as needed under the supervision of the County Administrator.
- Provide personnel support and maintenance of personnel policies and procedures under supervision of County Administrator.
- Conduct County orientation programs for new hires and make recommendations for improvement as well as assignment of personnel specific new hire training recommendations for approval by the County Administrator.
- May assist with development of and/or conducting supervisory training related to employment law, etc.
- Conducts initial biweekly payroll review under the supervision of the County Administrator before payroll is forwarded for input. Reports potential errors or problems to the County Administrator. May assist in resolution of payroll errors in coordination with applicable County personnel, elected official or department head.
- May assist with maintaining "central record keeping" for accurate account of vacation, sick and personal leave days accrued and used by employees.

- May assist with guidance and all employee recording of FMLA requests and medical documents.
- May assist with guidance related to grievances, collective bargaining and/or on employment laws.
- May assist with all filing of worker compensation claims.
- Shall maintain confidentiality and assumes a high ethically standard.
- Other duties as assigned relating to the function of this position.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Language Skills:

- Ability to research, read and interpret documents and simple instructions.
- Ability to prepare documents, reports and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors and County department heads and elected officials in both a one-on-one and group settings.
- Requires excellent knowledge of English language, spelling and grammar.
- Strong oral and written presentation skills.

Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Possess problem solving skills.

Other Skills, Knowledge and Abilities:

- Strong organizational skills.
- Excellent prioritization skills, multi task, and the ability to meet deadlines.
- Ability to display a positive, cooperative, professional and team orientated attitude.
- Ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials and the public.
- Ability to maintain confidentiality as required and demonstrate a professional mannerism.
- Ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook and PowerPoint.
- Knowledge of office practices, principles of modern record keeping and setting and maintaining filing systems.

- Knowledge of principles and practices of local government structure and services to include regulations and laws at the local, state and federal level.
- Knowledge of labor laws.
- Skills in operating a personal computer, laptop, and basic standard office equipment.
- Ability to comply with all county policies and procedures, and to adhere to set standards.

Education and/or Experience:

- Experience in an office setting.
- A minimum of a Bachelor's degree and/or Human Resource certification (i.e. Society of Human Resource Management (SHRM)) and/or four (4) years of applicable work experience in employment relations or labor relations.
- Any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job to include in knowledge in the areas of employee relations including labor relations and collective bargaining.

Physical Demands:

While performing the duties of this job, physical demands of the position are as follows:

- Frequently sitting for hours;
- Occasionally lift and/or move up to 40 pounds; frequently lift and/or more up to 15 pounds;
- Use hands and fingers to finger, handle, type, write and feel;
- Reach, push and pull with one and/or both hands and arms;
- Talk and hear in person via use of telephone and in person;
- Vision abilities include close and distance vision; ability to view computer monitors and screens;
- Travel independently to other County office buildings and other locations to perform job duties.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following work conditions:

- Mostly inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors and the general public.
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours when required.

My signature below affirms that I received a copy of this job description.

Employee Signature

Date

County Board Chairman Signature

Date

CC: Personnel File