

ALL RESUMES AND APPLICATIONS MUST BE SUBMITTED NO LATER THAN JANUARY 9, 2015

JOB TITLE: Executive Assistant for the Grant County Board of County Commissioners.

JOB DESCRIPTION: Assists the Commissioners in all facets of administrating the county highway division. Enhances effectiveness of County Commissioners by managing information, schedules and requirements. Sorts and, forwards information to support operations and maintain workflow. Coordinates Pipeline and Road Crossing Permits. Assists Commissioners as needed in researching and processing Right of Way projects for Bridge and Highway construction. Utilizing KellPro software, maintains financial parent and sub account records.

ESSENTIAL JOB REQUIREMENTS:

- Prepares work to be accomplished by determining requirements; organizing schedule; setting priorities.
- Maintains quality service by following organization standards; professional use of the telephone; answering the telephone, recording and delivering messages, maintaining logs.
- Provides information by greeting guests and vendors; making introductions as needed; answering questions; providing directions.
- Produces information by preparing letters and memos, copying, emailing; making telephone calls; maintain filing system.
- Forwards information by sorting and distributing incoming documents; collecting and mailing outgoing documents.
- Fulfills special requests by securing accommodations for meetings, establishing itineraries, obtaining tickets, running errands; placing communications; fulfilling similar requirements.
- Accomplishes financial objectives by preparing documents as legally required; keeping internal general ledger sub account information for District 1, District 2, and District 3; collecting, analyzing and summarizing information.
- Balances internal general ledger sub accounts with the county purchasing agent daily.
- Balances internal general ledger with treasurer's general ledger and appropriation ledger monthly; said reports delivered to commissioner for final review and subject to audit.
- Maintains database by entering, verifying and backing up data.
- Completes purchasing and receiving reports by entering required information.
- Maintains supplies inventory by checking stock; anticipating needs; placing and expediting orders; verifying receipt.
- Maintains complete inventory; physically logging and cross referencing to paper documents.
- Maintains professional and technical knowledge by attending educational workshops; benchmarking professional standards; reviewing publications; establishing personal networks.
- Contributes to team effort by accomplishing related results as needed.

EDUCATION and/or EXPERIENCE: Associates Degree, computer training and/or two (2) years related experience or training. Must possess advanced skills in Microsoft Office.

PROBATIONARY TIME: This job has a 90 day probationary period with 30 day evaluations.

SAFETY: New employees are required to become knowledgeable about and follow Grant County safety policies and procedures including state and federal regulations. They are to immediately report and address (i.e. during current shift) any accidents, unusual occurrences, or any other safety related issues to the County Commissioners or the Safety Director.

DRUG TESTING POLICY: Grant County is a Drug Free Work Place. All employees are subject to the provisions of the Grant County Drug Testing Policy. All job applicants are subject to a post offer drug screen to determine eligibility for hire.

BACKGROUND CHECK: All job applicants are subject to a post offer background check to determine eligibility for hire. Verification of Social Security Number, current and previous residences, employment history including all personnel files, education, character references, credit history and reports, criminal history records from any criminal justice agency in any or all federal, state country jurisdictions, birth records, motor vehicle records to include traffic citations and registration and any other public records.

NOTE: The omission of specific statements or duties listed above does not exclude them from the position if the work is similarly, related or a logical assignment to the position. This job description does not constitute an employment agreement between Grant County government and the employee, and is subject to change by Grant County as needs and requirements of the job change.

EEO: Grant County is an Equal Opportunity Employer.

POSITION AND SALARY: The position will be a full-time, salaried position. The employee will be paid 2162.00 per month.

BENEFITS PACKAGE: The employee (upon completion of probationary period) will receive county paid health, dental, vision and life insurance benefits.

WORK SCHEDULE: 40 hour work week. Monday – Friday 8 a.m. – 4:30 p.m. The employee will get a 30 minute lunch.

VACATION, SICK LEAVE AND ANNUAL LEAVE: The employee will receive 13 paid holidays, be awarded 96 hours of leave after one year of employment and immediately earn 4 hours of sick leave per month.

RETIREMENT BENEFITS: The employee will immediately be enrolled in the OPERS system for retirement benefits.