

Orangeburg County

Title: Administrative Assistant – Public Services

Class Code: **FT** **PT**
 Exempt **Non-Exempt**



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COUNTY**
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General Description

The purpose of this position is to provide a professional level service to employees related to a specialty area in Public Services which may include a variety of tasks to include, but is not limited to scheduling appointments, gives information to callers and otherwise relieves Public Services Division Director, Road Maintenance Supervisors, Building and Grounds personnel, Sign Shop, Construction Coordinator, Indian Bluff Park Supervisor and others of clerical work and minor administrative and business details. Be familiar with County policies and work effectively with all County personnel, officials and the public.

This class works under supervision, developing and providing administrative duties and responsibilities within organizational policies and reports major activities to Public Services Division Director.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

Manage day-to-day operations of Administration including planning and coordination to implement the goals and policies set by County Council and to ensure that available resources are effectively and efficiently utilized by the Departments of the County to deliver quality municipal services to the citizens of Orangeburg.

- Answer and screens telephone call, assist callers, and routes calls to appropriate personnel as necessary and arranges conference calls.
- Composes and types routine correspondence and documents the correspondence that pertains to each respective department.
- Answers the basic radio communications and maintains responsibility for base radio communications.
- Requisition supplies and materials as needed; ensures reconciliation to budget; responsible for budget amounts, transfers and expenditures.
- Enters Roads and Bridges activity work orders into the Mobile 311 system, tracks road material inventory and produces reports from the system.
- Tracks budget information monthly.
- Assists, in inventory of fixed assets.
- Updates mapping information.
- Approves all bills and expenditures including recordkeeping of blanket purchase orders and contracted services.
- Interacts and communicates with all county government offices and many outside agencies.
- Prepares right of way and easement forms for road and ditches, including special projects such as the Holly Hill Watershed Project, which includes verifying property owners, map

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numbers and communicating with property owners via telephone, in person or through written correspondence.

- Prepares and reviews time sheets, leave requests, weekly and monthly production reports, travel requests, right of way forms, easements, encroachments permits, road inclusion forms, and boat ramp maintenance sheets.
- Ensures accuracy of road inventory; assists in the physical inventory count of all roads in the county.
- Coordinates FEMA documents and grant information in emergency situations or inclement weather conditions.
- Operates typewriter, adding machine, computer, printer, copier and fax.
- Provides professional and courteous customer service at all times to in-house staff and general public either by telephone, electronically, or face-to-face.
- Perform other duties and related work as instructed and assigned

Supervisory Responsibilities:

None

Minimum Education and Experience Requirements:

High school diploma or general education degree (GED); one to two years related experience and/or training with specific experience in right of way information, data entry, basic accounting, legality of deed, office management, clerical administration, public relations and employee supervision.

Special Certifications and Licenses:

None.

Reasoning Ability, Math and Language Skills:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations. Specific vision abilities required by this job include close vision, and color vision.

Unavoidable Hazards (Work Environment):

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Americans with Disabilities Act Compliance

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

I have read the above duties associated with the position of Administrative Assistant. I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

Print Employee Name

Date

Employee Signature

Date

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