



COUNTY OF YORK JOB DESCRIPTION

Administrative Assistant I
Community Services/Children and Family
Services

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Responsible for performing clerical and administrative work in support of various functions of Children and Family Services Head Start. Maintains budget and other financial records. Provides clerical and administrative support to administrative and professional staff. Prepares routine correspondence; compiles information for reports; maintains files of a variety of records, reports, documents and correspondence; and assists in various bookkeeping and clerical support functions. Responsible for screening and independently handling a variety of routine inquiries by telephone and in person. Work is performed under regular supervision.

DISTINGUISHING FEATURES OF THE POSITION

This position requires an on-call status in emergency situations such as hurricanes, and may be assigned to work in emergency shelters, or other designated areas as directed by the Emergency Operations Center.

ESSENTIAL JOB FUNCTIONS

Job responsibilities may include any of the following, depending on the incumbent's functional assignment. This is not meant to be an exhaustive list of job functions, but a representative sample of the type and level of work that is expected in this position.

Answers telephone and greets visitors; receives inquiries and provides information based on detailed knowledge of Children's Services Head Start program and related policies and procedures; refers callers to appropriate personnel as required.

Uses word processing software to prepare weekly activity plans, notices, flyers, school closings, and other information for Children and Family Service's Head Start.

Maintains portions of the division's budget records, and balances against what is provided from budgeting in FMS; provides feedback to supervisor regarding expenditures and balances; prepares purchase requisitions, requests for payments, reviews invoices, and resolves discrepancies; provides feedback to supervisor regarding payments and invoices.

Provides clerical and administrative support to administrative staff and coordinators to include but not limited to: photocopying, collating materials, preparing materials using word processing or spreadsheet software, filing, drafting correspondence, assisting coordinators with planning and preparing for events; participates in meetings and events as requested; assembles and maintains coordinator's files, maintains all children's files, to include the input of child and family data, updating information, assembling files, and making copies for offsite locations as required by licensing. Maintains the USDA budget and other office files; responsible for purging files as required and disassembling files for storage.

Collects and compiles information and prepares monthly newsletter for the division.

Maintains p-card account for Admin. Asst. II; purchases classroom materials, training, lodging, and other items using P-Card as needed.

Oversees and assigns work to the Cooperative Education Student.

ADDITIONAL JOB FUNCTIONS

Attends meetings as requested.

Orders office supplies, maintains copier service, and performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of office practices.

Thorough knowledge of business English.

Thorough knowledge of basic arithmetic.

Effective oral and written communication skills.

Ability to read, understand, and follow written instructions.

Ability to type at an acceptable rate of speed, and use personal computer equipment with word processing, spreadsheet, and data base software with reasonable speed and accuracy.

EDUCATION AND EXPERIENCE

Graduation from high school supplemented by course work in secretarial science or business practices, and 1 to 2 years of experience in secretarial or clerical work, including experience in office management; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the Commonwealth of Virginia. Requires an acceptable background check.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copiers, facsimile machines, etc. Must be able to operate a motor vehicle. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. There is some bending and stooping when filing. Gripping occurs when collating materials and using the hole punching machine.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read and prepare a variety of documents, records, applications, and logs. Must be able to speak with poise, voice control, and confidence, and to articulate information to others.

Intelligence: Requires the ability to plan work and develop procedures; to learn and/or evaluate complex information in order to make judgments and decisions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and operating motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and/or hear.

Prepared by: _____

Date: _____

Approval: _____