



## **COUNTY OF YORK JOB DESCRIPTION**

Administrative Assistant I  
Community Services/Administration

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

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### **GENERAL STATEMENT OF JOB**

Performs a variety of clerical and administrative work for the Community Services Department, including providing support to different divisions as needed. Scans a variety of documents and other paperwork, using laser fiche; makes photocopies and binds and laminates documents as needed. Prepares a variety of forms using Form Filler. Compiles information for reports; maintains files for 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 the regular supervision of an Administrative Assistant III.

### **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**

Answers telephone and greets visitors; provides information, or refers caller to appropriate personnel. Assists and directs visitors, citizens, or Housing clients with various questions and paperwork.

Prepares a variety of forms for the department using Form Filler.

Performs scanning of documents for the department using laser fiche.

Makes photocopies as needed; laminates and binds documents.

Puts together packets for new employee orientations and other groups; makes covers, copies information; binds and inserts brochures.

Proofreads letters, memos, etc. for the administrative staff and other departmental staff as needed.

Purchases, transports, and sets up refreshments for monthly departmental meetings; purchases flowers for service anniversaries when required; purchase and pick up other items for department as needed.

Maintains binder filing for department requisitions and budget line items paperwork. Updates departmental fiscal records to include mileage, budget, and purchasing information.

Receives and distributes inter-office mail. Inventories and orders supplies as needed.

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Computes monthly mileage sheet and prepares memo for departmental vehicle mileage; completes personal mileage sheets for the CS Director and other department staff as needed.

Prepares monthly P-card statements for this position, and serves as the delegated administrator for P-card administration.

### **ADDITIONAL JOB FUNCTIONS**

Attends other meetings as requested.

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**

High school diploma or equivalent; supplemented by course work in secretarial science or business practices, and 1-2 years of clerical experience, or any combination of education and experience which provides the required knowledge, skills, and abilities.

### **SPECIAL REQUIREMENT**

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) or data, people or things.

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**Interpersonal Communications:** Requires the ability of speaking to 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.

**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 while 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** \_\_\_\_\_