

**SPONSORED BY YORK COUNTY  
EMPLOYED BY DRUG ENFORCEMENT AGENCY**

**JOB TITLE: ADMINISTRATIVE ASSISTANT III (WORK AS REQUIRED)  
SHERIFF'S OFFICE / DEA SATTELLITE FIELD OFFICE**

**GENERAL STATEMENT OF JOB**

Responsible for performing complex administrative work. Prepares a variety of documents using word processing and spreadsheet software, and maintains a variety of records and files. Answers the telephone and provides information, takes messages or routes calls to the appropriate personnel. Work is performed under minimal supervision.

**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. This is especially important to recognize as this is a new and developing position.*

Performs a variety of administrative functions in support of the office to include reading, sorting, and distributing incoming and outgoing correspondence, copying and faxing materials, and coordinating meetings and other special events as necessary.

Maintains and monitors office expense budget expenditures; keeps detailed spreadsheets of expenditures; assists in annual preparation of the office supply budget; provides guidance in solving unusual problems or situations.

Transcribes audio and/or video recordings, maintaining a high degree of accuracy in transcription work.

Assists supervisor by accepting those responsibilities, which the supervisor feels appropriate to delegate (e.g. collecting and recording money, verifying leave forms/time sheets for agents and office staff, planning special events).

Orders equipment and supplies; prepares requisitions; verifies accuracy of invoices and processes invoices for payment; records expenditures and other data into computerized records.

Handles telephone calls in a courteous manner, taking accurate and complete messages, or relays the call to the appropriate person; receives and responds to inquiries based on a detailed knowledge of agency functions; refers callers to appropriate party as required.

Designs forms, reports, and other documents in Word and Excel to reflect office policies and include required data; develops appropriate accounting procedures for office.

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**ADDITIONAL JOB FUNCTIONS**

Performs routine maintenance on office equipment, and performs other related work as required.

**ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

Comprehensive knowledge of office systems, practices, and administration.

Thorough knowledge of personal computers and commonly used office software to include word processing, database, and spreadsheet software.

General knowledge of bookkeeping and/or accounting procedures.

General knowledge of records management and accepted filing practices.

Excellent written and oral communication skills.

Ability to analyze and evaluate complex administrative situations, to research information through several processes, and to exercise appropriate judgement in establishing priorities and in taking actions.

Ability to learn additional internal computer systems of the Drug Enforcement Agency.

**EDUCATION AND EXPERIENCE**

Graduation from high school supplemented by course work in secretarial science, and 3-5 years of experience in administrative work; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

**SPECIAL REQUIREMENT**

Requires an acceptable background check.

**PHYSICAL AND MENTAL STANDARDS REQUIRED  
TO PERFORM 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.. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional,

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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, manuals, invoices, records, forms, etc. 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; determine 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:** \_\_\_\_\_