

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ADMINISTRATIVE ASSISTANT - ASSESSOR
CLASS CODE: 6540

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 8/18/2015 (REPLACES 06/14/2008 VERSION)
DEPARTMENT: ASSESSOR

JOB SUMMARY

Under general supervision of the elected County Assessor, performs routine and complex administrative support work pertaining to the financial tracking, accounting, and record keeping functions of the office.

ESSENTIAL FUNCTIONS

Assists with preparing the annual budget package by gathering documentation, preparing estimates, etc.

Monitors the approved budget--tracks expenditures and coordinates disbursement of funds with the department head. Recommends and implements budget adjustments.

Initiates purchase orders in accordance with budgeting constraints and County and department policies and procedures.

Orders supplies and equipment for the office and monitors through delivery of purchased items. Conducts pricing and other research on specialized equipment or irregular purchases.

Coordinates the bidding process for Personal Property printing and mailing services annually.

Processes information for department payroll and leave accounting. Resolves employee payroll questions and issues in coordination with the Personnel Office. Utilizes project code information for comparison purposes.

Conducts departmental orientation for new employees. Creates and maintains files for department personnel. Ensures inclusion and accuracy of pertinent forms and documents.

Tracks and schedules appraisers' training and license renewal to ensure mandated licensing requirements are maintained. Processes employee reimbursement of fees when applicable.

Tracks equipment assigned to employees.

Tracks due dates of performance appraisals, ensures completion and submission to the Personnel Office.

Monitors cell phone and wireless accounts. Receives and pays regular billings for services, identifies and tracks personal calls, and orders new and replacement cell phones and air cards.

Manages appointment calendars and makes necessary travel arrangements for the office. Compiles and reconciles travel receipts.

Completes and/or creates a variety of documents and spreadsheets.

Participates in, and/or oversees, special projects as assigned. Provides leadership and training.

Represents the department at various meetings.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable Knowledge of:

Personnel Rules and Regulations.
County Policies and Procedures.
Structure, functions, and policies and procedures of the department.

Basic Knowledge of:

Budget development and administration.
General and fund accounting.
Supervisory principles and practices.
General functions of county government.

Skill in:

Reading, writing, and basic accounting.
Proper grammar, spelling, and punctuation.
Operating standard office equipment.
Software applications such as Microsoft Office, and in learning county and/or industry specific software programs and data bases.
Creating documents and spreadsheets.
Creating and maintaining record keeping and filing systems, including electronic.

Ability to:

Maintain cooperative working relationships with those contacted in the course of work activities.
Communicate effectively verbally and in writing.
Maintain confidentiality.
Coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions.
Lead and train others.

PHYSICAL DEMANDS

Typically:

Sits at a desk or table.

Regularly:

Walks, stands, or stoops.
Works for sustained periods of time maintaining concentrated attention to detail.

Occasionally:

Lifts or otherwise moves objects weighing up to 25 pounds.
Drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and five (5) years of complex clerical or administrative support work experience including two (2) years directly related to the duties described above OR an equivalent combination of education and experience. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

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Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Incumbent must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.