

## **PICKAWAY COMMISSIONER'S COUNTY OFFICE**

### **POSITION DESCRIPTION** **An Equal Opportunity Employer**

**POSITION TITLE:** Accounts Payable / Administrative Assistant

**DIVISION:** Commissioners' Office

**CIVIL SERVICE STATUS:** Classified, FLMA non-exempt

**EMPLOYMENT STATUS:** Full Time /Reg

**REPORTS TO:** County Administrator / Deputy Administrator

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### **CRITICAL CHARACTERISTICS:**

- Patient
- Pleasant
- Efficient
- Accurate
- Ability to manage multiple tasks simultaneously
- Ability to maintain confidentiality of information
- Demonstrates regular and predictable attendance
- Ability to take direction from multiple directors, department heads, and staff members.

### **ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:**

- Provide clerical and administrative support to Commissioners Office, Planning and Development, Fiscal Specialist, and Commissioner's Clerk.
- Processes Accounts Payable Invoices for payment as assigned.
- Maintains title records for county owned vehicles as assigned.
- Performs receptionist duties; handles routine inquiries from the public, government officials, and others.
- Performs office responsibilities including typing, spreadsheets, word processing; scanning, filing, copying, sending faxes, and checking electronic mail.
- Performs record maintenance, filing, scanning, copying, and organizes storage of equipment and supplies.
- Relays and retrieves inter-office communications, correspondence, and official documents to and from other county offices; including, pay-ins, payroll, development plans, meeting minutes, new hire packets, invoices, vouchers, and general fiscal documents.
- Orders supplies and materials and maintains office equipment, postage machine, copiers, telephone etc.
- Provides clerical support for special events, including but not limited to the Leadership Breakfast, county wide budget meetings, Pumpkin Show, and special trainings. Duties include composing invitations and brochures, collecting and recording payments, recording assignments.

- Receives and distributes daily mail.

**POSITIONS SUPERVISED:**

None

**QUALIFICATIONS:**

Possession of a high school diploma or GED; any combination of education, training and experience which provides the necessary skills, knowledge, and abilities to perform the work of this class with a minimum of two (2) years clerical and/or administrative experience. Other requirements include:

- A working knowledge of personal computers, copiers, calculators, and other standard office equipment.
- Experience with Microsoft Office software including Word, PowerPoint, and Excel.
- Familiarity with departmental policies and procedures, office practices and procedures.
- An ability to communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the general public, display sound judgment, work independently, and interpret general instructions.

**COMPUTER/TECHNOLOGY/SOFTWARE SKILLS:**

The following is the common technology used in this position and is not all inclusive.

Data Entry, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, intranet, electronic resources, internet, other miscellaneous County related software applications, invoices, Asset Acquisition, Asset Disposition, W-9, Tax Exempt Certificate

**EQUIPMENT OPERATED**

Copiers, digital scanning devices, personal computer and peripheral devices, calculator, telephone, fax, digital camera, laptop with LCD projector

**ADDITIONAL WORKING CONDITIONS**

Occasional travel within the County to and from other county offices.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

Valid Ohio Driver's License

**Administrative Assistant – Commissioners' Office**

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

\_\_\_\_\_  
*Approval of Appointing Authority*

\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Date*

Date Adopted:

Date Revised:

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