

Hendricks County
Job Description

Title: Administrative Assistant Deputy

FLSA Status: Non-exempt

Department: Surveyor

Supervisor: Surveyor

Hours of Work: Monday-Friday 8-4

PURPOSE OF POSITION: Receives visitors and phone calls and provides clerical support to the members of the Surveyor's Office.

ESSENTIAL FUNCTIONS:

- Receives visitors and refers to the appropriate person or department.
- Prepares notices, memos, mailings and records as needed.
- Maintains filing system.
- Does inventory for consumables as needed.
- Receives permit applications for encroachments, outlet requests crossings and alcohol & tobacco permits.
- Receives cash for copies and writes receipts for any monies/checks received.
- Responsible for all payroll in the Surveyor's Office.
- Responds to financial inquiries regarding the Surveyor's Office funds including meeting/discussing with individuals and taking appropriate action to resolve valid complaints within department guidelines/policy.
- Maintains order, organization, and responds to personnel requests and complaints regarding the Surveyor's Office, including meeting/discussing with complainants, and taking appropriate action to resolve valid complaints within department guidelines/policy.
- Attends seminars, conferences, and other training as needed to benefit the Surveyor's Office.
- Gathers information for project check-in to be presented for approval to the Hendricks County Drainage Board.
- Coordinates with County Surveyor on all personnel matters.
- Review all drainage board applications, ledger accounts, claims, minutes and all other board functions are processed correctly and in a timely fashion.

NON-ESSENTIAL FUNCTIONS:

- Perform other duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- High school diploma or GED
- Basic computer skills
- Working knowledge of English grammar, spelling, and punctuation
- Ability to effectively communicate orally and in writing with co-workers, other County departments and municipalities, regulation agencies, utilities, consultants, and the public.
- Ability to properly operate standard office equipment including calculator, computer, printer, copier, telephone, scanner, plotter, etc.
- Ability to effectively use a variety of technical reference materials, and department software, such as network, GIS, word processing, and spreadsheets
- Ability to plan and lay out assigned work projects, work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers and the public.
- Ability to understand and follow written and oral instructions/directions, and appropriately respond to constructive criticism
- Ability to work on several tasks at the same time, and complete work effectively amidst frequent distractions and interruptions
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons
- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct
- Maintain and possess a valid Indiana driver's license
- Ability to effectively and tactfully deal with other people
- Good organizational skills
- Ability to work basic math problems
- Basic knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Attention to detail
- Ability to efficiently respond to multi-line telephone system
- Ability to provide public access to or maintain confidentiality of department information/records according to federal and state requirements
- Assist Surveyor and/or Surveyor Technician as needed
- Assist public and private surveyors in research of all survey information in Surveyor's Office

RESPONSIBILITY:

Incumbent works under established guidelines and procedures. Tasks are routine but require some selection of applicable methods and procedures. Errors in work cause minor inconvenience to the public or limited loss of time to the department.

DIFFICULTY OF WORK:

Incumbent’s duties are not restricted in scope and are of substantial intricacy, involving many variables and considerations. Incumbent exercises independent judgment in ensuring compliance with federal, state and local codes and standard practices of the profession in planning and completing program requirements. Incumbent is responsible for the finances of the office and failure to perform the duties could result and a great loss to Hendricks County and the Surveyor’s Office.

WORKING RELATIONSHIPS:

Working relationships are with supervisor, associates in same department, other county departments, and the general public for the purpose of communicating factual or procedural information.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Incumbent performs a majority of duties in a standard office environment involving sitting and walking at will, speaking clearly, listening to detail, and assisting co-workers occasionally with heavy/awkward equipment.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Administrative Assistant Deputy in the Surveyor’s Departments describes the duties and responsibilities in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Printed Name