

**COUNTY OF MARLBORO
JOB POSITION DESCRIPTION**

JOB TITLE: Administrative Assistant (Part-time)
DEPARTMENT: Veterans Affairs
REPORTS TO: Veteran's Affairs Officer **FLSA STATUS:** Non-Exempt
DATE APPROVED: 11/09/2021 **APPROVED BY:** JRM

I. PURPOSE / SUMMARY:

Provides administrative support to ensure efficient operation of the office. Supports staff through a variety of tasks related to organization and communication. Responds to confidential and time sensitive material.

II. RESPONSIBILITIES:

- 1) Provides administrative support to ensure efficient operation of office.
- 2) Answers phone calls, schedules meetings, and supports visitors.
- 3) Carries out administrative duties such as filing, typing, copying, binding, scanning, etc.
- 4) Exhibits polite and professional communication via phone, email, and mail.
- 5) Ensure operation of equipment by completing preventative maintenance requirements, calling for repairs, maintaining equipment inventories and evaluation new equipment and techniques.
- 6) Maintains contact lists.
- 7) Assist in the preparation of regularly scheduled reports.
- 8) Provides general support to Veterans and visitors.
- 9) Provides information by answering questions and requests.
- 10) Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- 11) Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- 12) Writes letters and emails on behalf of other office staff.
- 13) Handles sensitive information in a confidential manner.
- 14) Manage staff appointments.
- 15) Conduct data entry.
- 16) Other duties as assigned.

All County employees are considered public servants for the citizens of Marlboro County. When requested before, during, or after an emergency event, County employees are expected to work and serve the public in coping with the emergency.

III. SKILLS/EDUCATION/OTHER REQUIREMENTS:

- 1) Excellent verbal and written communication skills. Excellent interpersonal skills.
- 2) Knowledge of appropriate software including Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat.
- 3) Excellent organizational skills and attention to detail.
- 4) Excellent time management skills and ability to multi-task and prioritize work.

Required Education and Experience

- High school diploma or equivalent; Associate degree preferred
- 3 years of administrative assistance experience

IV. CERTIFICATIONS REQUIRED:

None

V. SUPERVISION:

None

DISCLAIMER

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.