

Barnes County Job Description  
Grade 8  
Administrative Assistant PT Water Resources

SCOPE OF WORK:

Work involves activities associated with administrative office support functions requiring analysis and judgment for the development, implementation, improvement, and coordination of administrative office operations of department. Work may involve specialization or knowledge in a specific subject matter.

DUTIES PERFORMED AT ALL LEVELS:

- Plan, coordinate, and arrange meetings and conferences. Notify meeting participants by phone, email, or correspondence; make travel and lodging arrangements.
- Communicate verbally or in writing with the public regarding processes and procedures that require application of thorough subject knowledge.
- Prepare and distribute meeting agendas; attend meetings and record proceedings; prepare and distribute minutes.
- Screen multiple documents and supporting information and search multiple sources to determine eligibility, authenticity, or identity; communicate decision to parties affected.
- Determine procedures for processing forms, documents, and other materials regarding various office functions.
- Compose general office correspondence requiring application of thorough subject matter knowledge.
- Type or key, proof, and edit correspondence, reports, and other documents requiring use of advanced software features with some integration of charts, graphics, tables, etc. from other software programs.
- Prepare various newsletters, publications, and reports for distribution to public officials and/or the general public.
- Perform desktop publishing; create visual presentations and utilize Internet sources for gathering information.
- Provide input to the design of an information database to gather and maintain information; develop databases in common office software applications, modify and update information database; retrieve data to generate reports from the database.
- Maintain stock of office supplies, equipment, and forms by ordering and receiving goods; issue goods to staff members or customers; perform physical inventory; prepare and maintain fixed assets records.
- Gather, code, compute, enter, verify, and report data and information on reports.
- Participate in the development of office procedures.
- Organize, establish, and maintain office filing systems; develop internal filing system procedures.
- Operate standard office equipment such as computers, printers, copy and fax machines, calculators, postage meters, and imaging equipment.

- Coordinate unique projects and special events involving facility selection and setup, coordinating staff resources and responsibilities, and securing other resources such as training materials and supplies.
- Assist with information technology system development and selection of software to ensure systems provide the functionality and information required by evaluating office needs, testing systems, and gathering user input.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**LEVEL DEFINITION:**

Work at this level involves the application of knowledge regarding rules, regulations, policies, and procedures in carrying out administrative office support duties. Work involves completing several steps; analyzing multiple sources of data to identify facts and required action; and making and communicating decisions to customers. Work is normally performed under general supervision after initial training period.

**MINIMUM QUALIFICATIONS:**

Requires an associate degree with major coursework in office support or business or office education and one year of work experience performing a variety of office support, clerical, or secretarial work. Additional work experience performing office support, clerical, or secretarial duties may substitute for the education requirement on a year-for-year basis. Proficiency in keyboarding, specific software, personal computer, grammar, and/or spelling skills are required for this position.

**SUPERVISION RECEIVED/EXERCISED:**

This position is under direct supervision of the Water Resource District Board of Managers.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

This position performs work in an office environment, working Monday through Thursday although ability to work outside of these hours is required. Lifting is required (up to 40 lbs.) as is occasionally kneeling, bending, reaching, public contact, sitting and climbing stairs. This position must be able to work well with individuals regarding the use of common courtesy.

**IN ADDITION, THESE WATER BOARD-SPECIFIC ITEMS ARE REQUIRED:**

- Become familiar with State Water Regulations.
- Keep accurate Barnes Water Board Minutes.
- Prepare agendas.
- Prepare vouchers, time sheets, and bill payments through Auditor's Office.
- Track and inform water board of pertinent public issues.