



County of York

Administrative Assistant – Part Time **External Job Posting**

Position:	Administrative Assistant
Status:	Part-time (20-25 hrs week)
FLSA:	Hourly/Non-Union
Rate of Pay:	\$13.75
Reports To:	Assistant to the County Manager Commissioner's Office

Purpose of the Position:

This position is responsible for providing secretarial, clerical and administrative support in order to ensure that County services are provided in a professional and effective manner.

Scope/Supervision:

This position works under the general supervision of the Assistant to the County Manager and the County Manager, who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations, policies and applicable federal and state laws.

Responsibilities and Expectations of Employee:

- Adheres to County Government Policy and Procedures
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving directions/instructions.
- Answer multiple line telephone for main lines and the Commissioners/Manager's Office.
- Clerical assistance to Manager, Exec. Admin. Asst., Finance Dept. Etc.
- Create and maintain confidential materials for the County Commissioners and the County Manager.
- Accept, coordinate and deliver incoming and outgoing mail, packages, etc.
- Help maintain and set up as needed, offices, conference room, lobby, copier room, etc.
- Prepare, photocopy, fax or scan documents as necessary.
- Assist with planning, preparations and clean-up for office functions, meetings, events, celebrations, etc.
- Assist with the daily operation of County Commissioners and Managers office as needed.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.

Education and/or Experience

High school diploma or equivalent required with two years administrative experience; four years of customer service experience may be considered in place of administrative experience.

Applications for this position can be picked up at the York County Government Building located at 149 Jordan Springs Road, Alfred, ME 04002 or on the County of York Website: www.yorkcountyme.gov

All applications and resumes should be directed to:
Human Resource Department
York County Government
45 Kennebunk Road
Alfred, ME 04002

York County is an Equal Employment Opportunity Employer.

This posting will expire on Friday, March 4, 2016