



COUNTY OF GALVESTON

**CLASSIFICATION TITLE:** **Administrative Assistant**  
**DEPARTMENT:** Information Technology  
**REPORTS TO:** Administrative Coordinator

IT/17

**PAY GRADE:** 12  
**PAY STEP:** A

**Date Created:** August 1, 2002  
**Date Revised:** November 10, 2009

**Approved by:** \_\_\_\_\_  
**Approved by:** \_\_\_\_\_

**FLSA STATUS:**  Exempt  Non-Exempt **Bi-Weekly: \$1,156.38** **Salary: \$30,065.93**

**POSITION SUMMARY:** This position provides clerical and administrative support to the Information Technology department employees.

**ESSENTIAL FUNCTIONS**

Reviews and analyzes all telephone, pager and departmental operation accounts for compliance and accuracy.  
Provides information and assistance to county employees and the general public.  
Arranges and maintains travel schedules and accommodations for departmental employees.  
Develops departmental activity reports as requested.  
Evaluates, revises, and develops general office procedures to facilitate and optimize efficiency.  
Orders and receives department equipment and supplies.  
Assists in the acquisition of pricing information.  
Maintains records of fixed assets.  
Maintains daily departmental roll and prepares bi-weekly departmental payroll.  
Prepares new employee documents, arranges for orientations and prepares HR forms.  
Monitors and answers all telephone lines, taking messages, directing calls and answering questions as appropriate.  
Performs a variety of administrative and clerical functions including copying, faxing, shredding, typing, filing, and office mail outs, distributing mail received and picking up packages, etc.  
Performs other related duties as assigned.

**REQUIRED KNOWLEDGES AND SKILLS**

Thorough knowledge of modern business office policies, procedures and standards.  
Working knowledge of purchasing and procurement policies and procedures.  
Working knowledge of the purpose, principles, terminology, and practices employed in information technology administration.  
Working knowledge of the preparation and interpretation of statistical, technical, and narrative reports regarding department activities.  
Working knowledge of administrative planning, management, and supervision as it applies to the position.  
Working knowledge of various computer hardware and software applications used by the department.  
Working knowledge of county department operations, organization, accountability, and responsibility.  
Working knowledge of local and state law, policies, and procedures as they relate to the mission of the department.  
Skill in performing mathematical calculations.  
Ability to operate common office equipment such as copier, facsimile machine, and personal computer.  
Expert skill level in Microsoft Office programs – Word, Excel, and PowerPoint. Working knowledge of Access would be helpful.  
Physical condition commensurate with the demands of the position.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The work is typically performed while sitting standing, walking, bending, crouching or stooping. The employee frequently lifts light objects and occasionally heavy objects. The work is typically performed in a standard office environment.

**SUPERVISORY RESPONSIBILITY**

None

**MINIMUM QUALIFICATIONS**

Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with a high school education.  
Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.