



COUNTY OF GALVESTON

CLASSIFICATION TITLE: **Administrative Assistant**
DEPARTMENT: Mosquito Control
REPORTS TO: Mosquito Control Manager

MC/8

PAY GRADE: 12 **Date Created:** August 1, 2002 **Approved by:** _____
PAY STEP: _____ **Date Revised:** _____ **Approved by:** _____
FLSA STATUS: ___ Exempt X Non-Exempt **Bi-Weekly: \$ 1,156.38** **Salary: \$ 30,065.93**

POSITION SUMMARY: This position is responsible for providing clerical and administrative assistance to the department.

ESSENTIAL FUNCTIONS

Prepares purchase requisitions; enters into IFAS financial system software.
Receives supplies and equipment; verifies against purchase order.
Prepares receipts submitted by Mechanics and Surveillance Division for blanket purchase orders.
Completes payroll claim forms; maintains records and balances of department employee leave.
Maintains personnel files for department employees; completes all personnel action and notice of termination forms for the department.
Generates computerized activity reports for the department.
Maintains daily fuel usage log; prepares quarterly fuel usage reports; maintains records for issuance of fuel keys.
Maintains record of postage used by the department.
Reviews requests for service; schedules spray activities for spray crew and aircraft.
Answers telephones, directing calls and taking messages as appropriate.
Orders supplies, materials, and chemicals for department as requested.
Maintains files and records for the department.
Types and prepares correspondence, forms, and paperwork.
Receives, sorts, and distributes department mail; stamps and mails outgoing mail.
Provides assistance to Mosquito Control Manager and to other department personnel as requested or required.
Performs standard office duties including faxing, copying, and shredding as requested.
Performs other related duties as assigned.

REQUIRED KNOWLEDGES AND SKILLS

Thorough knowledge of modern business office policies, procedures, and standards.
Working knowledge of personnel, payroll, and purchasing policies and procedures.
Working knowledge of the purposes, principles, terminology, and practices employed in mosquito and insect control.
Working knowledge of the preparation and interpretation of statistical, technical, and narrative reports regarding department activities.
Working knowledge of basic computer hardware and software applications used by the department to include Paradox 9 and IFAS financial system software.
Working knowledge of county department operations, organization, accountability, and responsibility.
Sufficient knowledge of local and state law, policies, and procedures as they relate to the mission of the department so as to not be in violation of them.
Skill in performing mathematical calculations.
Ability to operate common office equipment and machinery, including photocopier, facsimile machine, computer, and typewriter.
Physical condition commensurate with the demands of the position.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The work is typically performed while sitting, standing, or stooping. The employee may be required to occasionally lift light 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.