

**Job Title: Administrative Assistant Information Systems**

**Department:** Information Systems  
**Immediate Supervisor:** Director Information Systems

**BRIEF DESCRIPTION OF THE JOB:** Responsible for the clerical and organizational support of the Information Systems Department.

**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage  
of TimePhysical  
Strength  
Code

1) Performs administrative duties by managing and maintaining laser printer supplies, maintaining web page design, implementing teamwork exercises and games and performing other duties as assigned.	55%	L
2) Performs clerical duties by distributing mail, coordinating and scheduling staff and team meetings, continuing education and travel plans, collecting and recording payroll, maintaining office supplies, filing, making copies and preparing correspondences and packages.	25%	L
3) Compiles the newsletter by performing research, creating special sections, inputting information and deciding layout, editing newsletter and distributing to other departments.	20%	S
<b><u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</b>		

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**PHYSICAL DEMANDS**

**Overall Physical Strength Demands:**

\_\_\_\_\_ Sedentary      X   Light    \_\_\_\_\_ Medium    \_\_\_\_\_ Heavy    \_\_\_\_\_ Very Heavy

**Codes: for each physical demand code listed:**

*C = Continuously    F = Frequently    O = Occasionally    R = Rarely    N= Never*

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	O	Making copies
Sitting	C	Desk work
Walking	F	To other offices
Lifting	O	Supplies and boxes
Carrying	O	Supplies
Pulling	R	Opening doors
Pushing	R	Opening doors
Using Fine Dexterity	C	Computer keyboard, mouse
Reaching	F	Retrieving objects on shelves
Kneeling	O	Retrieving items on lower shelves
Crawling	N	
Twisting	O	Team exercises, moving supplies
Climbing	R	Ladder
Balancing	R	On ladder
Seeing	C	Reading, computer screen
Hearing	C	Communicating with co-workers and on telephone
Talking	C	Communicating with co-workers and on telephone
Using Foot Controls	N	

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**Machines, Tools, Equipment and Work Aids:**

Computer and related software, calculator, printer, telephone, fax machine, copier

**Environmental Factors:**

Exposure to and frequency:

D = Daily      S = Seasonal      W=Several Times Per Week      M=Several Times Per Month

<b>ENVIRONMENTAL FACTORS</b>					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	N	Other (specify)			

<b>PRIMARY WORK LOCATION</b>					
Office Environment	X	Warehouse		Shop	
Vehicle		Outdoors		Other:	

**Protective Equipment Required:**

N/A

**Non-physical Demands:**

Frequency Codes:      F = Frequently      O = Occasionally      R = Rarely

Time Pressures	O	Emergency Situations	R
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	F	Noisy/Distracting Environment	O

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

### **Experience:**

Over one year up to and including two years experience is required.

### **Certifications and Other Requirements:**

N/A

### **Supervisory:**

N/A

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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**Signatures - Review and Comment**

I have reviewed this job description and find it to be an accurate description of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.