



## Lake County Administrative Clerk

BAND	GRADE	SUBGRADE	FLSA STATUS
A	1	2	Non-Exempt

**NATURE OF WORK**

The first level of the Administrative Support Series is responsible for performing standard, transferrable, and procedure based clerical and secretarial duties by following established procedures. Responsibilities may include answering telephones; distributing mail; preparing forms; filing; preparing standard correspondence and reports; copying a variety of materials; entering, sorting, and verifying data; maintaining office supplies; performing receptionist activities such as directing the public and providing information; scheduling meeting and appointments; tracking work orders and related department activities; and sharing data on departmental website or bulletins.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Responds to requests for information from the general public, staff, and/or other interested parties; answers routine questions; directs callers/visitors to appropriate locations or staff.	Daily 20%	A1
2.	Prepares, reviews, and/or processes a variety of routine correspondence, logs, information, paperwork, invoices, forms, and/or other related information in assigned area of responsibility; keys information into applicable spreadsheets and/or databases.	Daily 20%	A1
3.	Receives, sorts, and distributes a variety of correspondence, deliveries, and mail; makes photocopies; and faxes document.	Daily 20%	A1
4.	Files documents alphabetically, numerically, or by other prescribed methods in established filing systems.	Daily 20%	A1
5.	Monitors and restocks office supplies and materials.	Daily 10%	A1
6.	Maintains records of activities and prepares operational reports.	Daily 10%	A1
7.	Performs other duties of a similar nature or level.	As Required	N/B



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### FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to the Office Assistant (Recorder) may be responsible for:

- Processing birth and death certificates and marriage applications.
- Balancing vital records cash drawer.

Positions assigned to Office Assistant (Assessor) may be responsible for:

- Provide information on property assessment and sales.
- Perform CAMA entry.
- Research deed and document information.

Positions assigned to Office Assistant (Administration) may be responsible for:

- Maintain 4Honline.com.
- Document preparation for 4H and Master Gardeners.
- Preparation for County Fair and Mystery Garden Tour.

### LEVEL OF DECISIONS

Responsibilities in this classification are typically procedure based with defined goals and processes or methods, but have the latitude to determine the speed or order of steps used to complete assignments.

### DIRECTION RECEIVED

Incumbents perform tasks following defined procedures and standards, the specific steps of most routine tasks are defined.

### DIRECTION PROVIDED

Incumbents troubleshoot problems and issues commensurate with relevant experience.

### TRAINING AND EXPERIENCE REQUIREMENTS

High school diploma or G.E.D.; or an equivalent combination of education and experience.

### LICENSING REQUIREMENTS

Incumbents in this class typically require:  
None.

### KNOWLEDGE REQUIREMENTS

- Customer service principles;
- Modern office procedures and equipment;
- Recordkeeping principles;
- Mathematical concepts;
- Report preparation techniques;
- Filing systems;
- Basic budgeting principles;
- Computers and related software applications.



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**SKILL REQUIREMENTS**

- Providing customer service;
- Maintaining records and files;
- Preparing meeting agendas and minutes;
- Preparing reports and specialized documents;
- Monitoring a budget;
- Prioritizing and assigning work;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sitting most of the time. Walking and standing are required only occasionally.

**CLASSIFICATION HISTORY**

<b>DATE</b>	<b>COMMENT</b>
July, 2017	Draft prepared by GBS (GM)

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.