

PICKAWAY COUNTY BOARD OF COMMISSIONERS

POSITION DESCRIPTION An Equal Opportunity Employer

POSITION TITLE: Fiscal Specialist/Administrative Assistant

DIVISION: Commissioners' Office

CIVIL SERVICE STATUS: Classified per ORC 124.11 (A)(8) FLSA non-exempt

EMPLOYMENT STATUS: FT/Reg

REPORTS TO: County Administrator

CRITICAL CHARACTERISTICS:

- Patient
- Pleasant
- Efficient
- Accurate
- Ability to manage multiple tasks simultaneously
- Ability to maintain confidentiality of information
- Demonstrates regular and predictable attendance

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Processes of county wide bills and related duties, i.e., maintain vendor list, establish purchase orders, maintain ledger, etc.;
- Receives and checks budget change requests from county offices for accuracy before processing;
- Receives and process Commissioners' Office pay-ins;
- Assists with the development of quarterly, tax, and annual budgets;
- Assists with the development of budget update presentations;
- Provides clerical and administrative support to Commissioners Office, Emergency Management Agency (EMA), and 800MHz Communications;
- Performs receptionist duties; handles routine inquiries from the general public, government officials, and others including calls from other County buildings;
- Performs office responsibilities including typing, spreadsheet and word processing; filing, copying, sending faxes, and checking electronic mail;
- Maintains accurate records and files on equipment and supplies;
- Meets and greets visitors to the Commissioner's and EMA Offices;
- Orders supplies and materials and maintains office equipment, postage machine, copiers, telephone etc.;
- Provides clerical support for special events, i.e. Leadership Breakfast, budget meetings, Pumpkin Show, and special trainings. Duties include, but are not limited to, composing invitations and brochures, collecting and recording payments;
- Maintains the schedule for the conference room;

- Receives and distributes daily mail;
- Performs other related duties as required

POSITIONS SUPERVISED:

None

QUALIFICATIONS:

High School Diploma or GED with some college preferred, and any combination of education, training, and experience which provides the necessary skills, knowledge, and abilities to perform the work of this job. Minimum three (3) to five (5) years budgetary, clerical and/or administrative or related work experience required.

- Must be an accomplished operator of personal computers, copiers, calculators and other standard office equipment.
- Must be proficient with Microsoft Office software including Word, Excel, Access and PowerPoint.
- Must become familiar with departmental policies and procedures, office practices and procedures, county personnel practices and procedures, governmental structure and process, Civil Service laws, rules and regulations.
- Have the ability to communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the general public, exercise sound judgment, maintain accurate records, interpret general instruction, and prepare meaningful, concise and accurate reports.
- Have ability and commitment to work with the public.

COMPUTER/TECHNOLOGY /SOFTWARE SKILLS:

The following is the common technology used in this position and is not all inclusive.

Data Entry, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, intranet, electronic resources, internet, other miscellaneous County related software applications

EQUIPMENT OPERATED

Copiers, digital scanning devices, personal computer and peripheral devices, calculator, telephone, fax, laptop with LCD projector

LICENSURE OR CERTIFICATION REQUIREMENTS

Valid Ohio Driver's License

Fiscal Specialist - Commissioners Office

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Approval of Appointing Authority

____/____/_____
Date

Employee Signature

____/____/_____
Date

Date Adopted:
Date Revised: 8/30/17