TITLE:	**Administrative Aide**	**JOB CODE:**	1053
PREPARED:	6/30/03	**FLSA:**	Non-Exempt
UPDATED:		**REVISION #:**	

Summary: Under general supervision, provides complex administrative and program support activities within a County Division or Department.

Distinguishing Characteristics: This classification is distinguished from the Senior Clerical Specialist designation by greater work complexity and the added responsibility for specific program administration activities.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Coordinates office activities within a division or department; develops, recommends and implements administrative policies and procedures and internal office procedures, forms, work flow and equipment usage.
- Compiles and assembles data from files, records and other sources in response to requests for general or specific information; generates oral or written responses, including charts, graphs, spreadsheets, forms, reports and legal documents.
- Maintains logs, account balances, ledgers or other financial records; maintains inventory records.
- Collects data and conducts analyses of work programs; prepares cost estimates as part of a formal budget process and participates in the overall budget development and monitoring process.
- Interacts with other County Departments, external agencies and the general public by responding to complex questions or information requests regarding records, services, programs, rules, policies, procedures, forms and documents.
- Issues various permits, licenses and receipts and collects appropriate fees; prepares and makes bank deposits.
- Provides program intake services by soliciting and verifying information from program applicants to determine eligibility and access services.
- Prepares and administers formal contractual agreements for facilities rentals and other related activities.
- Provides administrative support to various boards and commissions; compiles and distributes meeting agendas and minutes; posts agendas and other legal notices; takes and distributes minutes; prepares correspondence and records.
- Screens telephone calls and unscheduled visitors; refers to the appropriate department and/or individual; arranges and schedules appointments, meetings and conferences; maintains confidentiality of sensitive issues or information.
- Performs related work as required.

JOB DESCRIPTION
Administrative Aide

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of modern office practices, procedures, methods and equipment.
- Knowledge of grammar, punctuation, spelling and syntax.
- Knowledge of the principles and practices of bookkeeping.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in performing research and logically organizing information.
- Skill in performing mathematical calculations and computations.
- Skill in working under pressure and strict timelines.
- Skill in interpreting laws, regulations and ordinances.
- Skill in operating a personal computer and software applications.
- Skill in establishing and maintaining effective working relationships with superiors and the public.
- Skill in written and oral communications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate.
- Up to five years of experience in administrative support.
- May require CPR certification.
- May require notary public.
- May require deputation.
- May require possession of a valid State of Nevada Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 40 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator, microfilm equipment, blue print machine, cash register, laminator and motorized vehicle.