



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: ADMINISTRATIVE ASSISTANT I**  
**DATE: DECEMBER 1, 2023**

---

<b>EXEMPT (Y/N):</b>	No	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	Transit	<b>JOB CODE:</b>	045
<b>SUPERVISOR:</b>	Director, Transit	<b>SALARY RANGE:</b>	23
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

---

**GENERAL STATEMENT OF DUTIES:** Perform administrative duties to support the Columbia County Transit department, including answering telephones and greeting public, providing requested information, scheduling appointments, issuing receipts, and maintaining records.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Process accounts payable including reviewing claims, matching them to purchase orders, coding claims for payment, and maintaining payable files. Request new vendor creation and maintain vendor records in a filing system. Issue purchase orders. Maintain relationships with vendors. Maintain supply inventories and cost out bills.

Prepare and distribute accounts receivable invoices. Assist in maintaining accounts payable and receivable files, grant files, and assist in periodic grant reporting/reimbursement requests as needed.

Perform data entry, tracking, report compilation, and interface with spreadsheets, contracts, and grant agreements.

Prepare correspondence, memos, reports, and other documents as necessary. Maintain files and records for the department. Enter data and maintain document tracking system. Prepare, deliver, and retrieve departmental mail.

Create and maintain process documentation for CCRider processes conducted on a routine basis in accordance with county standards.

Process ticket orders and recurring orders from various sources. Count and verify fares for deposit daily.

Perform assigned cash handling duties in accordance with the County's Cash Handling Standards.

Assist in maintaining the CCRider website with notices, events, and information.

Maintain a high level of confidentiality in regard to issues encountered.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Transit Director who provides policy, procedure, and administrative direction and reviews performance.



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: ADMINISTRATIVE ASSISTANT I**  
**DATE: DECEMBER 1, 2023**

---

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a high school diploma. Three years' of increasingly responsible experience in an office environment to include bookkeeping, accounting, or financial duties. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Previous experience in the public sector preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Knowledge of office practices and procedures; business English, grammar and spelling; arithmetic; record keeping procedures; bookkeeping principles and practices. Knowledge of administrative principles associated with budgeting, program planning, project management, and contract management.

Skill in business software and Microsoft Office products. Attention to detail is a must.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the issues and matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Process financial data with consistent accuracy.
- Meet requests for information and task completion from a diverse clientele in a timely manner.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: ADMINISTRATIVE ASSISTANT I**  
**DATE: DECEMBER 1, 2023**

---

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. May require traveling throughout the county, state, and region for attendance at meetings and/or other events and attendance at evening or weekend meetings and events.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

*Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.*