

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Finance & Taxation	CLASSIFICATION:	034
SUPERVISOR:	Director	SALARY RANGE:	24
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

**GENERAL STATEMENT OF DUTIES:** Coordinate and participate in purchasing, accounting and financial record keeping functions for the County. Perform a variety of administrative duties in support of the Department. Do related work as required.

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

Responsible for participating in and coordinating all purchasing, including determining specifications and making recommendations. Issue purchase orders for supplies, equipment, office machines, computer hardware/software and vehicles. Maintain price contracts and good working relationships with numerous vendors. Prepare and review claims from other departments when requested. Assists all general and non-general fund departments with purchases and purchasing issues. Receive supplies, stock and maintain County supplies stores. Cost out and bill departments for supplies used.

Prepare a wide variety of reports as requested. Perform administrative duties in support of the Department, including word processing, information compilation, operation of standard office equipment, maintaining files, and answering telephones and assist employees and citizens.

Responsible for participating in and coordinating all mail room activities including maintenance of mail room and equipment, scheduling mail support. Work with postal service on Courthouse postal issues. Distribute daily incoming mail and act as back up for processing of outgoing mail.

Oversee cellular telephones including arranging for maintenance and repair, monitoring, billing departments for usage and providing copies of call records to departments monitoring usage. Maintain Courthouse telephone directory.

Negotiate purchases of copiers and office equipment. Negotiate and monitor maintenance contracts and schedules on all copiers, microfilm equipment and office machines. Arrange for necessary repairs of copiers, office and other equipment as requested.

Assign inventory numbers to and maintain inventory and titles of all County owned vehicles. Assist with all aspects of vehicle purchases for all departments as necessary. Set up gasoline accounts for all departments.

Maintain fixed asset inventory records. Notify insurance carrier of major equipment additions and deletions, provide annual list of equipment purchases. Ensure that all County vehicles are provided with current insurance cards. Coordinate property insurance claims.

Process accounts payable including reviewing claims and preparing checks for signature. Participate in the development and implementation of policies, procedures and office standards and practices for more efficient departmental operation.

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

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

**SUPERVISION RECEIVED:** Work under the general supervision of the Finance Director who provides policy and administrative direction and reviews performance.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to an Associate's degree in business, office management, bookkeeping, accounting or related field. Four years of progressively responsible experience in the general field of office management. Any satisfactory equivalent combination of experience and training which, in the opinion of the Chief Examiner, demonstrates the ability to perform the above described duties may be acceptable.

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of bookkeeping and accounting principles and practices. Considerable knowledge of office management methods and procedures, including purchasing procedures. Strong familiarity with the use and operation of all types of standard office equipment and with the use of personal computers and business software, such as word processing, spreadsheets and databases. Knowledge of inventory procedures and controls.

Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to communicate effectively both verbally and in writing. Ability to follow and to motivate others to follow standard purchasing procedures and practices. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

Skill in the use and operation of office equipment and personal computers.

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

Physical demands for the position while in the office are typically minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. However, stocking supplies and working with office equipment regularly requires lifting boxes/equipment that are up to 50 pounds. The position requires a great deal of walking, standing and climbing stairs.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this

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General office environment.