OSCEOLA COUNTY COMMISSION ON AGING
JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Supervised By: COA Director

Supervises: Subordinate departmental employees as assigned including Maintenance / Van Drivers

Position Summary: Under the supervision of the Commission on Aging Director, the Administrative Assistant lays-out and types a variety of materials for the Agency, and creates forms and other documents. Serves as the Payroll Clerk for the Commission on Aging. Works with the Fiscal Manager to provide information to the Payroll Department to assure that all unit employees are paid correctly and timely. Maintains the Agency’s extensive mailing list, and provides various other clerical and administrative support to the Director.

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides clerical support to the Director.

2. Prepares and maintains statistical databases and spreadsheets for various programs, compiles data and drafts reports for State and Federal agencies.

3. Prepares hours worked, travel time and mileage each payroll.

4. Requests longevity pay and step increases for office on anniversary dates.

5. Maintains calendars for Director and office staff for appointments outside the office setting and days off.


7. Prepares bi-monthly transmittals by summarizing deposit advices and transmitting to the County Treasurer.

8. Opens, sorts, priorities, and distributes agency mail. Receives and records checks.

9. Compiles information from records and files for the preparation of various routine reports, mileage reimbursement invoices, and tracks payments.
10. Downloads updates and performs back-up of computer program, including year-end procedures.

11. Responsible for sending monthly donation, billing and cost sharing letters to clients. Reconciles payment when received.

12. Has acquired working knowledge of various other positions and serves as “fill in” for In-Home Service Coordinator, Secretary/Transportation Coordinator, and Nutrition Coordinator as needed.

13. Assists in new hire process, sets up drug screen, physical, criminal background and reference checks and disbursement of county and department policies.

14. Serves as a representative for the Commission on Aging.

15. Assists the Director in all aspects of management when required and serves as a working supervisor for the staff by instructing and overseeing routine tasks and assignments.

16. Assists in promoting COA when needed.

17. Keeps abreast of legislative and regulatory developments, new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.

18. Performs other duties as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**
The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. The county at its discretion, may consider an alternative combination of formal education and work experience.

Requirements include the following:

**Education:** Equivalent of associate’s degree in business education or advanced work or training in secretarial skills. Prefer some advanced course work in data process (word processing and databases).

**Experience:** Two years of office experience with some responsibility for maintaining databases and providing secretarial and administrative support services.

The County, at its discretion, may consider an alternative combination of formal education and work experience.

**Other Requirements:**

1. Must be highly motivated.

2. Possession of valid Michigan driver’s license
3. Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations

4. Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.

5. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public

6. Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations

7. Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master Care Advantage Program and new technologies

8. Ability to attend meetings scheduled at times other than normal business hours

9. Knowledge of the principles and practices of providing senior services

10. Knowledge of maintenance techniques associated with providing senior services

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.