

MEDINA COUNTY COMMISSIONERS
 Job Description
ADMINISTRATIVE ASSISTANT
COUNTY HOME



SUMMARY

The Administrative Assistant reports directly to the Superintendent. Prepares bills and submits expense reports to the Superintendent. Schedules and supervises employees. Inputs payroll and timecards. Admits and discharges residents. Maintains records for County Home residents, personnel and budgets. Maintains all office files and correspondence. Helps with any other related duties.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Prepares bills, purchases order and vouchers, and submits an expense report for each month. Balances all financial ledgers. Makes pay-ins to the County Treasurer. Assists the Superintendent in preparation of annual budgets. Maintains inventory. **Time spent: 20%**
- II. Prepares personnel scheduling, payroll and timecards. Maintains all personnel and attendance records. Instructs and supervises employees on their duties and checks for proper performance. Assists in training new employees. **Time spent: 20%**
- III. Assures proper care for the residents' welfare and comfort. Oversees all residents being admitted and discharged. Solves problems between personnel and patients. Meets with patients when requested. Keeps accurate daily census records on all residents. Keeps the registration book up to date. Maintains accurate records on all fire drills and fire meetings. **Time spent: 30%**
- IV. Maintains all office files and types correspondence. Maintains all records, reports, financial ledgers, patient and employee files mandated by local, state or federal laws. Sorts and distributes mail. Provides assistance and advice to the general public and patients through telephone calls, letters, meetings and visits on matters concerning the County Home. Helps with any other related duties. **Time spent: 30%**

Class Title / Position Number of Position(s) Supervised:

None

Department Director: _____ Date: _____

Human Resources: _____ Date: _____

Appointing Authority: _____ Date: _____

Class #: _____ Class Title: _____ Division: _____
 Unit: _____ Normal Working Hrs : Fr _____ to _____ Position Control #: _____
 County of Employment: _____ Working Title: : _____ Pos # & Title of Supervisor: _____

	KNOWLEDGE ^ SKILLS ^ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Supervision; (2) Employee training and development; (3) Equipment; (4) Safety procedures/ health regulations; (5) Grant funding requirements*; (6) Budgeting; (7) Departmental/state/county policies and procedures*; (8) Inventory control; (9) Staff scheduling; (10) Basic accounting/ financial recordkeeping; 	<p>Supervises employees</p> <p>Assists in training new employees</p> <p>Keeps accurate records on all fire drills and fire meetings</p> <p>Assists Superintendent in preparation of annual departmental budgets.</p> <p>Maintains inventory</p> <p>Prepares personnel scheduling and payroll</p>
Skills:	<ul style="list-style-type: none"> (11) Define problems, collect data, establish facts & draw valid conclusions; (12) Complete routine forms; (13) Write/prepare meaningful reports & memorandum; (14) Maintain accurate records; (15) Grant writing; (16) Improving employees performance; (17) Public relations; 	<p>Solves problems between personnel and patients</p> <p>Maintains all office files</p> <p>Types correspondences</p> <p>Balances all financial ledgers</p> <p>Instructs and supervises employees and their duties</p> <p>Provides assistance and advice to the general public</p>
Ability:	<ul style="list-style-type: none"> (18) Work cooperatively with staff & clients; (19) Prepare/ complete paperwork mandated by federal, state & local agencies*; (20) Function independently; (21) Personal integrity to work effectively with clients, staff, & support agencies; (22) Close vision & the ability to adjust focus; (23) Talking, hearing, standing, walking, using stairs, sitting; using hands to finger, handle or feel objects, tools, or controls; reaching with hands & arms; (24) Maintains Confidentiality; (25) Maintains positive work environment; 	<p>Instructs and supervises employees</p> <p>Meets with patients when requested</p> <p>Maintains all records, reports, financial ledgers, patient and employee files mandated by local, state or federal laws.</p> <p>Helps with any other related duties</p>

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIRMENTS

- 1) Graduate from high school or equivalent
- 2) Two years office experience
- 3) Two years supervision experience

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

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

- Ability to effectively present information and respond to questions from clients.
- Must be able to relate and work well with the elderly population.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Regularly required to talk or hear, stand, walk, use stairs, sit; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Exposed to equipment generating heat and cold.

MAJOR WORKER CHARACTERISTICS

- Knowledge of supervision.
- Knowledge of staff training and development.
- Knowledge of resident care
- Ability to use whole numbers, understand systems and procedures.
- Ability to establish positive client relations.