

BLACK HAWK COUNTY
JOB DESCRIPTION
Administrative Aide III

Job Title: Administrative Aide III
Department: County Attorney
Salary Level: 264/GS14
FLSA Status: Exempt

BASIC FUNCTIONS AND RESPONSIBILITIES:

Under minimal supervision of the County Attorney performs administrative support work of considerable difficulty; including scheduling appointments, recording transactions, and responding to specific inquiries from the public and other department officials. Supervises clerical staff employees and performs related work as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Provides administrative support to the County Attorney by:
 - Compiling and preparing written and statistical reports for the County Attorney, management team, County Board of Supervisors, State and public.
 - Assisting in developing, monitoring and reporting on departmental budget expenses and revenues; assisting in the development of the budget and compiles information received from all program areas.
 - Preparing and processing contracts, subcontracts and agreements.
 - Maintaining departmental master calendar.
 - Coordinating the collection and organization of centralized departmental records, documents and information; assisting in creating/adjusting documents or processes utilized to maintain appropriate records.
- Develops or assists in developing appropriate budget plans and reports for grant programs by:
 - Assisting with the preparation of grant financial information, monitoring grant contract and subcontract financial information.
 - Determining appropriate actions to ensure grant funding is accurately claimed, recorded, distributed and charged to appropriate budget item(s).
 - Coordinating the compilation of grant reports and applications to ensure timely filing.
 - Taking actions to track and appropriate funds from grants and reimbursements and ensuring spending matches funding level(s).
- Coordinates the delivery of efficient administrative support to create efficient, orderly customer service.
- Assists the County Attorney's management leadership team in planning, development, implementation and evaluation of programs and priorities.
- Participates in internal staff or committee meetings.
- Provides oversight to the department's financial processes including payroll, accounts payable, accounts receivable and purchasing cards.
- Carries out supervisory responsibilities in accordance with the Department's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Performs other duties as needed and/or assigned.

SUPERVISION RECEIVED:

- Supervision is received from the County Attorney.

SUPERVISION EXERCISED:

- Administrative supervision is exercised over clerical employees.

QUALIFICATIONS:

- Associate's degree (A.A.) or equivalent from a two-year college or technical school, plus considerable (five years or more) related experience and/or training required, or an equivalent of education and experience.
- Excellent written and verbal communication skills are required.
- Must have interpersonal skills and the ability to manage and lead employees.
- Ability to establish and maintain effective working relationships with employees, department contacts, and the general public.
- Demonstrated knowledge of cataloging, indexing and filing processes.
- Must possess the ability to locate and retrieve files quickly and read and interpret documents.
- Must be proficient in computer software applications, including Microsoft Office.
- Must obtain Iowa/NCIC certification within 6 months of hire date.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demand characteristics 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 the essential functions. Refer to the "Essential and Marginal Function Analysis" statement for a complete description of essential functions and functional requirements.

- Position is in an indoor office setting and requires frequent use of office equipment such as computers, copies, fax machines, telephones.
- Position requires frequent use of hand, fingers, arms and near vision.
- Position requires substantial interaction/communication with other employees, law enforcement, attorneys, county officials, employees, the general public and department affiliates by personal contact, telephone, in writing, and by email/electronic methods.