

Administrative Associate – Assessing and Collecting

Job Description



Department: Assessor
Position: Career Service
Grade: 506
Supervisory: No
Reports to: County Assessor

Summary

Under general supervision of the County Assessor, performs routine and complex administrative support work pertaining to the financial tracking, accounting, and record keeping functions for the following offices: Assessor, Recorder, and Treasurer.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist with the preparation of the annual budget package; gather documentation, prepare estimates, etc.
2. Monitor approved budget; track expenditures and coordinate disbursement of funds with the department head; recommend and implement budget adjustments.
3. Initiate purchase orders in accordance with budgeting constraints and County and department policies and procedures.
4. Order supplies and equipment for office and monitor order through delivery; conduct pricing and other research on specialized equipment or irregular purchases.
5. Process information for department payroll and leave accounting; resolve employee payroll questions and issues in coordination with the Human Resources Department; utilize project code information for comparison purposes.
6. Create and maintain files for department personnel; ensure inclusion and accuracy of pertinent forms and documents.
7. Track and schedule appraisers' training and license renewal to ensure mandated licensing requirements are maintained; process employee fee reimbursement when applicable.
8. Track equipment assigned to employees.
9. Track due dates of performance appraisals, ensure completion and submission to the Human Resources Department.
10. Monitor cell phone and wireless accounts; receive and pay regular billings for services; identify and track personal calls; order new and replacement cell phones and air cards.
11. Submit travel preapproval documents for the offices; compile and reconcile travel receipts.

For Office Use Only

Job Code: 6540
Job Title: Administrative Associate – Assessing
and Collecting
FLSA: Non-Exempt
Effective Date: 12/3/2018
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

12. Complete and/or create a variety of documents and spreadsheets.
13. Participate in, and/or oversee, special projects as assigned; provide leadership and training; participate in various assigned tasks.
14. Represent Departments at various meetings.

Knowledge, Skills, and Abilities

- Considerable knowledge of Utah County Human Resources Rules and Regulations
- Considerable knowledge of County Policies and Procedures
- Considerable knowledge of department structure, functions, and policies and procedures
- Considerable knowledge of County Purchasing Policy
- Basic knowledge of budget development and administration
- Basic knowledge of general and fund accounting
- Basic knowledge of supervisory principles and practices
- Basic knowledge of general functions of county government
- Skilled in reading, writing, and basic accounting
- Skilled in proper grammar, spelling, and punctuation usage
- Skilled in operating standard office equipment
- Skilled in software applications such as Microsoft Office, including the creation of documents and spreadsheets
- Skilled in creation and maintenance of record keeping and filing systems, including electronic
- Ability to learn new software programs and databases
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to maintain confidentiality
- Ability to coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions
- Ability to lead and train others

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

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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. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and the ability to adjust focus. The employee is required to type, file and lift supplies and objects up to 25 pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. The expected hours are the hours the office is open to the public, typically 8:00 am to 5:00 pm. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. High school diploma or equivalent.
2. Five (5) years of complex clerical or administrative support work experience including two (2) years directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with an associate degree or higher.

Additional Eligibility Qualifications

1. Selected applicants must pass a typing test at or above the rate of 40 WPM net.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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