

**COUNTY COMMISSIONERS
LEVY COUNTY, FLORIDA**



GOVERNMENT
SERVING
CITIZENS

John Meeks
District 1

Rock Meeks
District 2

Mike Joyner
District 3

Lilly Rooks
District 4

Matt Brooks
District 5

8/4/2017

**POSITION VACANCY: ADMINISTRATIVE ASSISTANT II
PUBLIC SAFETY**

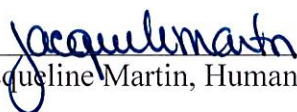
SALARY: 10.75 per hour
Pay grade 17 Step 1
Full Time Position

JOB DESCRIPTION: Attached

APPLICATION CLOSING DATE: 8/18/2017 5:00 p.m.

Any persons that feel they are qualified for this position may apply by completing a Levy County Commission job application and submitting it to Jacqueline Martin, Human Resource Manager at the County Commissioners Office.

**ONLY APPLICANTS MEETING MINIMUM QUALIFICATIONS WILL BE SELECTED
FOR INTERVIEWS.**

By: 
Jacqueline Martin, Human Resource Manager

Dates Posted: 8/4/2017 - 8/18/2017

**AN AFFIRMATIVE ACTION – DRUG FREE – EQUAL OPPORTUNITY EMPLOYER
WE HONOR VETERANS' PREFERENCE**

P.O. Box 310 Bronson Florida 32621
Telephone (352) 486-5218 Fax (352) 486-5167
e-mail: levybocc@levycounty.org Website: Levycounty.org

LEVY COUNTY BOARD OF COUNTY COMMISSION



JOB DESCRIPTION

POSITION:	ADMINISTRATIVE ASSISTANT II
POSITION #:	0187
AREA(S):	PUBLIC SAFETY

DISTINGUISHING CHARACTERISTICS OF WORK:

This position requires the employee to perform advanced clerical duties utilizing a full range of modern administrative skills such as: considerable knowledge in the area of computer skills, record keeping, office secretarial duties, and to be knowledgeable with the general operation of standard office equipment. This position also requires a strong knowledge and ability in preparing and reading a wide variety of reports, forms, requisitions, and correspondence. This is a frontline position providing excellent customer service to members of the general public and other County employees. This position requires tact, discretion, and judgment.

General supervision is received from a superior; however, incumbents work independently in carrying out secretarial responsibilities within the framework of office policies and regulations.

EXAMPLES OF WORK PERFORMED:

The following statement describes the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, (cross-train) to equalize peak work periods or otherwise to balance the workload.

- Verifies vendor invoices for purchase authorization and prices. Request purchase orders and processes them.
- Collects, calculates and checks timecards for accuracy when preparing payroll for all department employees.
- Assists preparing Personnel Action Forms, maintaining and updating personnel documents for all department employees.
- Assists in posting payments in EMS billing system from patients and insurance companies to appropriate patient accounts.
- Prepares and complies monthly and yearly Activity Reports of payments, write off's, and adjustments for the department utilizing Microsoft Excel and the EMS database program.
- Posts refunds to patients and insurance companies when required and request purchase orders for payment of refunds.
- Maintains EMS software by updating, upgrading, reporting and trouble shooting with the assistance of the program vendor.

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- Maintains strict patient confidentiality complying with the Health Insurance Privacy Protection Act (HIPPA).
- Assist and performs receptionist and secretarial functions as per the need of the department, department employees, and the Public Safety Director.
- Position requires cross-training in order to obtain knowledge of office/administrative procedures performed within the Public Safety Department.
- Creates and maintains office files.
- Assists in preparation of annual budget.
- Orders all office supplies.
- Greets visitors and co-workers in a courteous manner, takes detailed and accurate messages, and provides basic information and guidance.
- Answers the telephone in a professional and courteous manner; offers assistance to the public and co-workers.
- Assists with billing process and posting accounts received.
- Answers incoming calls.
- Assists Director, other office staff, EMTs and Paramedics in day-to-day operations.
- Manages Accounts Payable budget under the direction of the Public Safety Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS AND ABILITIES:

- Progressively responsible secretarial and bookkeeping experience.
- Thorough knowledge of secretarial practices and procedures.
- Thorough knowledge of bookkeeping procedures and practices
- Ability to make responsible decisions in agreement with established policy.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation
- Ability to maintain confidentiality of client information
- Ability to meet deadlines.
- Ability to remain calm in stressful situation.
- Demonstrate good organization skills.
- Ability to operate a personal computer.
- Ability to use judgment and discretion in disseminating information.
- Ability to perform detail oriented assignments.
- Ability to work independently
- Ability to make responsible decision in agreement with established policies.

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QUALIFICATIONS:

- Prior office management experience to gain the knowledge listed above, or comparable education and training.
- Ability to independently research, prioritize projects and meet deadlines required.
- High School diploma or GED.
- Proficiency in word-processing and computer use
- Ability to independently research, prioritize projects and meet deadlines required
- Must be able to type 40 to 50 accurate words per minute.
- Possess and maintain a valid Florida driver license.
- Prior experience at Administrative Secretary level or a comparable combination of education, training, and experience.
- AS or AA degree in Business Administration recommended

PHYSICAL REQUIREMENTS:

Work is performed inside, with occasional exposure to outside elements when performing courier assignments. Work space is shared with other EMS employees. Work hours are typically a normal work day, however, overtime and or evening work may be required. The noise level is mostly moderate. Telephone activity, conversations and interruptions from EMS personnel and the public are to be expected.

- Ability to sit for extended periods of time
- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to adjust focus associated with extensive use of a computer monitor
- Ability to extensively use a computer keyboard
- While performing the duties of this job, the employee will regularly be required to sit, stand, walk, use hands and fingers, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk or hear, and ability to lift and/or move up to 20 pounds.
- Ability to work under stress with time constraints

EVALUATION

Performance of this job will be evaluated in accordance with provision of the Board's policy on evaluation of personnel.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

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GENERAL INFORMATION:

FLSA Status	Non-Exempt
Worker's Comp Class Code	8810
EEOC Job Category	Administrative Support
EEOC Job Function	Health
EEOP Job Category	Administrative Support
Safety Sensitive	NO
Safety Category (if applicable)	
Paygrade:	17