

**Lane Council of Governments
Job Classification**

Job Title:	Administrative Aide III	FLSA Status:	Non-Exempt
Division:	Senior & Disabled Services	Range:	5
Reports To:	Program Supervisor	Last Revised:	August 2000

General Statement of Duties

Perform procedural clerical work of moderate difficulty and variety. Work requires general knowledge of unit functions and procedures and is performed within generally accepted or established methods, practices, and procedures.

Supervision Received

Work is performed under general supervision and work performance is evaluated through periodic checks and through the adequacy and timeliness of products and services provided.

Supervision Exercised

None.

Resource Responsibility

Little or no discretionary responsibility for monetary or human resources. Duties that include working with monetary resources are subject to review and include checks and balances.

Distinguishing Features

Positions assigned to the Administrative Aide III classification are distinguished from Administrative Aide II by the requirement for a variety of office skills, and the ability to perform tasks of moderate to difficult complexity.

Essential Job Functions

Type and distribute forms, correspondence, reports, contracts, memoranda, statistics and schedules by using office machines such as a typewriter, word processor, computer terminal, adding machine, photocopier and other standard office equipment

Complete regularly recurring reports; compile data from varied sources and make summary reports as required. May involve routine mathematical calculations and tabulations in accordance with established methods.

Process purchase orders and requisitions assuring proper approvals, coding and records; purchase

office supplies and equipment for the unit; monitor deliveries and verify shipments as needed by checking items received against shipping orders and invoices.

Process payment authorizations, including clarifying requested services, verification of details, coding, data entry, and phone notification; explain policies, procedures, expectations, and billing instructions; resolve billing or payment problems.

Maintain and update files, records, and logs on computerized and manual record keeping systems. Search files and records for readily identifiable information as directed.

Greet and assist the public, staff, and other agencies by phone or in person by providing information of a general nature as authorized from sources such as published directories and procedures, calendars of events and staff schedules. Refer inquiries/visitors to appropriate department or individual when necessary.

Receive, receipt, and record fees and payments; perform routine posting of records and balances accounts, as needed.

Schedule appointments and meetings, reserve conference rooms and vehicles, and make travel arrangements as instructed.

Perform data entry of billing information and prepares unit payroll time sheet.

Provide logistical support to staff by monitoring staff location and calendars.

Receive incoming calls on multi-line telephone and route calls to appropriate individuals or departments.

Other Job Functions

Provide back-up support to other clerical positions and the office in case of absence or work overload.

Perform other related duties as assigned.

Working Conditions

The work is performed primarily indoors requiring hand/eye coordination in the operation of business machines. Work may involve occasional lifting of object weighing 15 to 25 pounds.

Knowledge, Skills, and Abilities

Knowledge of office practices, procedures and equipment.

Ability to communicate effectively with other employees and the general public using tact, courtesy and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to operate standard office equipment such as typewriter, computer terminal, word processor, transcriber, calculator and photocopier.

Ability to type at level required for specific position.

Ability to physically perform assigned duties.

Education and Experience

High school diploma (or G.E.D.) and three years general office experience, or any combination of education and experience that provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

Some positions may require a valid Oregon driver's license, or the ability to obtain reliable transportation to a variety of sites in the County.