



Job Title: Administrative Assistant

Department: Forestry & Parks

Position Reports to: Forestry & Parks Administrator

Pay Grade Level: TBD

FLSA Status: Non Exempt

Position Status: Full Time

JOB ANALYSIS

This position serves as secretary and receptionist to the Forestry and Parks Department and provides additional assistance to the Highway Department and Maintenance Department under the direction of the Forest and Parks Administrator. Responsibilities include performing a variety of complex clerical tasks unique to areas of assignment, which require the understanding of department activities and the exercise of good judgment.

ESSENTIAL JOB FUNCTIONS

- A. Provide assistance to the public, schedule appointments and direct individuals to the appropriate person or office for routine information.
- B. Schedule camping, lodge and Camp Bird reservations and collect the required fees for over-the-counter transactions.
- C. Prepare and maintain various letters, memos, reports, files, records, applications, grants and forms.
- D. Maintain office supplies and materials.
- E. Issue firewood day use and seasonal Parks and camping permits.
- F. Monitor and update liability insurance certificates and medication policy forms for all groups using Camp Bird and insurance certificates for ATV/Snowmobile groups.
- G. Assist the various committees at scheduled meetings as needed.
- H. Prepare committee agendas as necessary.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- C. Communicate orally and in writing effectively.
- D. Respond to inquiries, complaints or questions from a group or individual setting.
- E. Possess excellent public relation skills.
- F. Remain calm and levelheaded in difficult, unexpected or emergency situations
- G. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
- H. Add, subtract, divide and multiply.
- I. Process information derived from numbers.
- J. Memorize and retain information over long and short periods of time.
- K. Apply attention to detail.
- L. Apply procedures and interpret instructions accurately.
- M. Prioritize multiple tasks and meet scheduled deadlines.
- N. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- O. Work as team player in the absence of or with minimal supervision.
- P. Manage unexpected changes within job duties.
- Q. Work independently and exercise sound professional judgment.

QUALIFICATIONS

- A. Requires a High School diploma or equivalent and special course work or college credits in the clerical field.
- B. Requires one year experience in the clerical field.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires basic tested proficiency in Filing – Standard, Grammar – General and Spelling – General.
- E. Requires advanced tested proficiency in Microsoft Excel 2000 – HHS Financial, Microsoft Word 2000 – HHS Financial and Math – General.

F. Requires intermediate tested proficiency in Data Entry – Alphanumeric.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

A. Work indoors in a controlled environment.

PHYSICAL DEMANDS

A. Sit for long periods of time.

B. Lift and/or carry up to ten pounds frequently, occasionally lifting in excess.

ADDITIONAL DUTIES

A. Work outside of normal hours when necessary.

B. Perform additional duties as assigned.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared: 02/2012 & 04/2012

Approved: 04/24/2012 Human Resources Director and County Administrator

Revised: 04/2012

Approved: 04/26/2012 Human Resources Director & County Administrator

06/08/2012 Governing Committee

06/12/2012 Position pending Personnel Committee and County Board approval