

**INGHAM COUNTY  
JOB DESCRIPTION**

**ADMINISTRATIVE ASSISTANT - CONTROLLER'S OFFICE**

**General Summary:**

Under the supervision of the Controller, provides secretarial and administrative support to the Controller, includes preparing correspondence, reports and a variety of other documents, screening calls and visitors, and maintaining the Controller's schedule. Assists the Controller on special projects, coordinates responses to FOIA requests, and assists in preparing the annual report. Performs a variety of administrative functions such as processing invoices, processing personnel actions for a number of agencies, coordinating the Community Agency application and payment process, and serving as MIS liaison. Serves as secretary to the Building Authority, and serves as lead worker to the Secretary to the Deputy Controller.

**Essential Functions:**

1. Sets-up and types correspondence, reports, legal notices, spreadsheets, and other documents for the County Controller. Prepares and types forms and correspondence of a sensitive nature.
2. Composes and types correspondence independently, or with general verbal direction, for the Controller. Follows-up with departments to ensure timelines are met on various issues.
3. Answers telephone calls and receives visitors to the Controller's Office and responds to inquiries and concerns. Responds to various inquiries received in the Controller's Office from department heads, employees, vendors, contractors and the public. Refers calls to appropriate department or agency.
4. Assists the Controller in coordinating responses for FOIA requests, includes receiving requests, forwarding copies of requests to County Attorney, notifying the appropriate department, and following-up to ensure timely response.
5. Develops and monitors the budget and processes invoices for the Controller's Office and the Building Authority.
6. Assists the Controller with assembling the Controller's Annual Report.
7. Maintains the schedule of the Controller. Schedules a variety of meetings for the Controller and arranges rooms, communicates with participants, prepares agendas, mailing lists, and meeting notices, and prepares public notices as required.
8. Assists the Controller on special projects by making calls, collecting and compiling information, checking on various potential sources of information, and providing related support assistance. Works with Department Heads and staff to obtain needed information.
9. Makes conference and travel arrangements for Controller and processes reimbursement requests.
10. Serves as lead worker to the Secretary to the Deputy Controller, includes providing direction and assistance as necessary and overseeing work related to committee agendas.

11. Reviews and enters time cards and prepares and submits Personnel Action Request forms for the offices of Controller, CCAB, Offender Population Coordinator, and Project Sentry.
12. Serves as recording secretary for the Building Authority and maintains the records and pays their bills. Takes minutes of various meetings upon request, and transcribes meeting notes.
13. Coordinates the Community Agency application and payment process.
14. Serves as liaison to the MIS Department for the Controller's Office.
15. Reviews Controller's Office mail and routes appropriately.

**Other Functions:**

1. Serves as representative on the Wellness Committee.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** High school graduation with advanced college-level course work in secretarial, business, data processing, and related areas.

**Experience:** Three years of secretarial or related administrative experience.

**Other Requirements:** None listed.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Ability to access departmental files.

Ability to enter and retrieve information from computer.

**Working Conditions:**

Works in office conditions.