

**INGHAM COUNTY  
JOB DESCRIPTION**

**ADMINISTRATIVE ASSISTANT - DRAIN OFFICE**

**General Summary:**

Under the supervision of the Chief Deputy Drain Commissioner, directs the administrative support functions of the department including personnel, accounting, and the departments filing system.

**Essential Functions :**

1. Acts as liaison for the Drain Office with realty, financial, title, and insurance companies regarding special assessment districts. Prepares title search information for title companies, receives drain assessments, and makes arrangements with companies regarding drain assessments.
2. Answer questions from the public explaining drainage districts and assessment procedures, identifying assessments unpaid balances, interest, and explaining and making maps.
3. Purchases supplies, materials and services for Drain Office. Screens, selects, and places orders with vendors based on suitable quality, available quantity, and best possible price. Maintains a variety of records concerning purchases.
4. Oversees the administrative support functions of the department. Includes participating in employment interviewing and selection, assigning work, training, providing input on evaluating performance, and assisting with employee relations issues.
5. Maintains personnel records and ensures that relevant law and policy are followed. Enters documents to personnel files and enter data to computer files. Updates and maintains employee payroll, overtime, vacation, and sick leave records.
6. Maintains and revises the drain filing system for the drains and water systems in the county.
7. Assists the Chief Deputy Drain Commissioner prepare the assessment rolls for drains following the spread of assessments by the Drain Commissioner. Ensures property descriptions of all land in the district are included. For existing districts, reviews property records for changes in ownership since last assessment and ensures that proper amounts are assessed.
8. Assists in the preparation of the annual department budget by collecting financial information and entering to computer, assisting the Drain Commissioner on the preparation of expenditure estimates, creating budget reports, and attending budget hearings with the Drain Commissioner and Chief Deputy Drain Commissioner.

9. Gathers material and prepares the department's annual report. Distributes the Annual Report to the county commissioners and the general public.

**Other Functions :**

10. None listed.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Employment Qualifications :**

**Education:** Associate degree in business or a related field.

**Experience:** Two years of experience which provided familiarity with the operation of the Drain Office.

**Other Requirements:**

*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]:*

- Climbing and descending ladders to reach the vault.
- Bending and stooping to access departmental files and records and operate equipment.
- Ability to enter and retrieve information from a computer.
- Periods of prolonged sitting to enter data to computer.

**Working Conditions:**

Works in office conditions.