

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT – YOUTH CENTER

General Summary:

Under the supervision of the Youth Center Director, provides receptionist, clerical and administrative support to the Youth Center staff. Performs departmental accounting and payroll duties. Serves as a liaison to other departments and external vendors. Maintains statistical information and creates departmental reports. Oversees grants and represents the department on various committees.

Essential Functions:

1. Act as receptionist to the Center. Answers telephone inquires and directs visitors as needed. Maintains security of main entrance and enforces visitation policy.
2. Provides clerical support to staff. Examples include, but are not limited to, data entry, proofreading, faxing, copying, processing outgoing mail, distributing incoming mail, maintaining office supplies & equipment and other secretarial duties.
3. Provides administrative support to the department's staff. Composes correspondence, prepares departmental reports, schedules meetings and maintains departmental files.
4. Prepares departmental payroll. Verifies attendances and makes appropriate adjustments. Processes time cards. Maintains and updates payrolls records. Prepares payroll reports as needed.
5. Performs various departmental accounting tasks. Tracks departmental revenues and expenditures. Prepares statements, bills and invoices. Resolves accounting discrepancies. Creates and monitors accounting reports.
6. Serves as the administrative liaison to County departments and external agencies. Provides first-level technical support to staff. Maintains departmental website.
7. Responsible for grant writing, analysis and compliance.
8. Tracks statistical data and assists the Director in preparing reports.
9. Serves on various committees representing the Youth Center and 30th Judicial Circuit Court.
10. Backs-up Unit Secretarial positions in the Family Court.

Other Functions:

Other duties as assigned.

(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: An Associate's Degree is required. Business Administration, Public Administration or a related field is preferred.

Experience: Two years of experience as an administrative assistant or related position is required. Prefer experience working with youths is preferred.

Other Requirements: None

(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

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone
- Ability to handle varying and often high levels of stress

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

Working Conditions:

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required. Exposure to people in various emotional states and with poor personal hygiene is elevated.