

Job description

JOB OVERVIEW

JOB TITLE	Administrative Assistant
DEPARTMENT	Liberty County Grants Department
LOCATION	10818 NW SR 20/ Upstairs at the Court House
REPORTS TO	Katie Matchkus

GENERAL JOB DESCRIPTION

Provide support to the SHIP Director, other employees and office visitors by handling a variety of tasks in order to ensure that all interactions between the county and others are positive and productive

DUTIES & RESPONSIBILITIES

- Assisting clients with the application process for assistance with the SHIP/HHRP Programs
- Reviews applications for accuracy collects data, analyzes and reviews documents submitted, advises applicants when more information is needed to determine eligibility, notifies clients of the status of their application, sends letters of determination
- Assist with the client qualification process
- Compile/Maintain client case files
- Assist Contractors and Inspectors when needed
- Maintain accurate records/reports
- Maintain client waiting list
- Work closely with other county offices
- Maintain office filing
- Perform day to day clerical tasks that ensure the office continues to run smoothly
- Provide polite and professional assistance via phone, mail, and e-mail; generally being a helpful and positive presence in the workplace.
- Perform other related duties as assigned

EDUCATION & TRAINING

- Clean and valid driving record
- Reliable transportation
- Must pass Background/ Drug testing and pre-employment physical
- Minimum High school diploma or equivalent
- Desire to be proactive and create a positive experience for others

SKILLS & ABILITIES

- Customer service principles and techniques.
- Strong communication skills (written/oral/telephone/in person)
- Problem solving skills
- Be adaptable to performing under frequent deadlines and/or in response to emergencies.
- Apply courtesy and tact in confrontational situations.
- Apply sound judgment and interpretation.
- Perform tasks independently with minimal supervision and review.
- Maintain confidentiality of information.

- Utilize office equipment including computers, scanners, facsimile machines and copiers (Word Suites, Excel, Zoom)
- Exercise judgment and make decisions in accordance with established departmental policies and procedures.
- Modern office methods, practices, and equipment Computer programs (i.e., Microsoft Word, Excel, PowerPoint).

WORKING CONDITIONS

WORK ENVIRONMENT	Tasks are performed in a common office environment with the exception of Client Home inspections
HOURS / SHIFTS	8 hours per day Monday – Friday, with the exception of client emergencies, speaking with inspector, contractors, vendors etc.
BENEFITS	Starting Salary: \$24,000.00 Comprehensive benefits package that includes health, dental, vision, retirement, paid time leave etc.
OTHER	Direct Deposit Payroll Required
EMPLOYEE SIGNATURE	