

# Bonner County Job Description



**Title:** Administrative Assistant III  
**Department:** Solid Waste/Public Works  
**Supervisor:** Director of Solid Waste  
**Supervision Exercised:** NONE  
**Job Description Revision/BOCC Approved:** 10/29/2021

## General Summary:

Performs a variety of advanced administrative duties for Solid Waste. Also provides support to Public Works on a minimal part-time basis. Incumbent performs work that is regular and recurring with occasional variances from the norm that typically involves a moderate level of complexity. Incumbent typically works under specific and definite directions and well-known procedures. Work requires the exercise of normal self-direction as incumbent carries out instructions in oral, written or diagram format. Primary communication takes place with members of the department as well as regular communication with members of the public using department services. Position typically has moderate but distinct impact on the operations of the division where errors may reduce divisional efficiency. Work is typically performed indoors in an office environment. Regular travel is not typically a part of the job.

Under general supervision this position works with Solid Waste Operations Manager, Solid Waste Director and Public Works Director on multiple projects involving Solid Waste and Public Works duties.

## Essential Functions:

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- This position is the primary contact for solid waste employees and customers.
- Performs activities related to the efficient operation of the departments including accounts payable processing, preparation of payroll, filing, supply requisitions, tracking inventory. Tracks all solid waste incoming monies and completes deposits. Maintains all site car counts, monies, yardages, commodities and solid waste tonnages.
- Prepare weekly payroll processing
- Researches, prepares, and composes letters, reports, notification, commissioner memos and other related documents as needed.
- Enters account receivable invoices, processes accounts receivables deposits and completes accounts receivables statements each month. Regularly looks over customer aging accounts and makes collections calls.
- Assist public and site attendants with sticker verifications and maintains the current year solid waste sticker log.
- During tax roll preparation updates circuit breakers, and solid waste fee attachments in AS400.
- Assists in preparing and distributing letters, memorandums, forms, manuals, reports, agendas, minutes and documents for Solid Waste.
- Updates Solid Waste websites and other social media sites.
- Processes new credit customer applications and maintains customer database.
- Maintains and purchases office supplies, site attendant supplies and ensures accounts are established with vendors.
- Prepares articles for newsletters and flyers.

- Maintains current mailing lists (including email groups) for outside and interdepartmental individuals, agencies, and committees.
- Establishes and maintains effective working relationships with individuals, groups, representatives of the government, business and industry, and volunteer organizations.
- Greets the public professionally in person and over the telephone. Takes clear, complete and concise messages and distributes these messages in a timely manner. Answers inquiries on routine matters; routes other calls as appropriate.
- Schedules appointments for department head or other managers as assigned. Arranges and coordinates meetings, reservations and travel. Completes travel expense forms. Schedules use of facilities as necessary and keep those served informed of itineraries and appointments.
- Coordinates and maintain files (Users Agreements) for the Multi Use Facility. Schedules users for the use of the Multi Use Facility. Orders necessary supplies as needed.
- Helps schedule vehicles in the Motor Pool. Maintains Motor Pool files, including User Agreements, and fleets records. Regularly starts vehicles and clears vehicles of snow during the winter months.
- Maintains accurate filing system of documents, correspondence, and reports.
- Assists with new employee badges.
- Regularly considers new ways to modify techniques and processes that leads to more efficient office procedures and operations.
- Ensures timely maintenance of titles and registration of department vehicles.
- Performs all other duties as assigned.

#### **Public Works Secondary Functions:**

- Accounts Payable processing for the Public Works department.
- Maintains accurate filing system for the Public Works department.
- Prepares weekly payroll processing for the Public Works department.
- Researches, prepares, and composes letters, reports, notifications, commissioner memos and other related documents as needed.

#### **Specifications:**

- Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent required with some post-high school education in clerical or secretarial skills or functions preferred.
- Three years' experience in secretarial, clerical or an equivalent area required.
- Ability to frequently handle and judiciously communicate confidential and sensitive information.
- Ability to work with Microsoft Word, Excel, and Google required. Ability to quickly learn other software pertinent to position required.
- Proficient grammar skills as used in the composing and proofreading of documents, memos, and other correspondence.
- Must possess good organizational, telephone, and communication skills. Ability to communicate effectively, both orally and in writing, with internal and external contacts.
- Ability to read, analyze and interpret general business information as contained within periodicals, professional journals, technical procedures or government regulations; ability to write reports, business correspondence, and procedures manuals; ability to present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to perform general math functions, including addition and subtraction, and multiplication and division.
- Ability to accurately and proficiently type at or about 50 wpm using standard keyboards and personal computers. Ability to use general office equipment including computers, copiers, printers, telephones, fax machines, etc.
- Ability to follow directions, work in an efficient and professional manner and develop effective working relationships with co-workers, supervisor, and general public.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Must possess a valid state driver's license. Must have and maintain a good driving record and must be insurable.

**Working Conditions:**

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); grasping, walking, and repetitive motions. Requires good general vision. Must be able to lift 25 pounds with or without assistance. Must possess or have the ability to obtain a valid driver’s license and be insurable.

**Disclaimer**      This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature needed upon hiring and transfer/promotion only)

Please Print Name: \_\_\_\_\_