



**COUNTY OF YORK JOB DESCRIPTION**  
Administrative Assistant III  
Public Works  
Administration

Human Resources Department  
120 Alexander Hamilton Blvd.  
Yorktown, Va. 23690  
Phone: 757-890-3687  
Fax: 757-890-3699

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**GENERAL STATEMENT OF JOB**

Responsible for performing financial accounting, budgeting, and other fiscal support work for the Department of Public Works (DPW). Coordinates and administers financial accounting procedures for the department; manages the purchase order and requisition process, work flows, payment applications, p-card allocations and other financial matters for the department. Responsible for supervising other administrative staff as necessary. Work is performed under general supervision.

**ESSENTIAL JOB FUNCTIONS**

Coordinates and administers financial procedures for the department; may supervise other administrative staff and performs necessary administrative tasks needed to perform this duty such as issuing work assignments and managing work flows in the financial software system.

Handles fiscal responsibilities for Public Works to include preparing purchase orders, requests for payment, and requisitions; reviews expenditure statements and monitors the departmental budget.

Assists supervisors in the preparation of budget submissions and performance management system reports; identifies and requests budget codes as needed to maintain proper revenue and expenditure coding procedures; advises supervisors on required budget transfers, and budget updates.

Serves as the department's primary point of contact for the financial software system ("FinSys" Munis).

Manages contracts to ensure that they are up-to-date and contacts the appropriate division/employee to obtain the latest contract when they become obsolete; maintains a spreadsheet of all current contracts.

Sets up all new utility accounts for the County and maintains a spreadsheet that reflects all current as well as new utility accounts.

Answers the telephone and greets visitors; receives and responds to numerous inquiries; refers inquiries to appropriate personnel as needed.

Assists with composing, typing, and formatting a variety of correspondence, memos, forms, etc.; assumes responsibility for correctness of spelling, punctuation, format and grammar.

Maintains a variety of records and files for the department.

**ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

**ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

Comprehensive knowledge of office systems, practices, and administration.

Thorough knowledge of personal computers and commonly used office software to include word processing, spreadsheet, database, and presentation software.

General knowledge of records management and accepted filing practices.

Excellent written and oral communication skills.

Ability to analyze and evaluate complex administrative situations, to research information through several processes, and to exercise appropriate judgement in establishing priorities and in taking actions.

Ability to plan and supervise the work of other clerical/administrative staff.

**EDUCATION AND EXPERIENCE**

High School Diploma school, supplemented by courses in secretarial science, and 5 years of experience in clerical/administrative work; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

**PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines which include a typewriter, calculator, copier, facsimile machine, etc. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read a variety of documents, procedures manuals, reports, and computer printouts. Requires the ability prepare correspondence, forms, records, purchase orders and requisitions, etc. Must be able to speak with poise, voice control and confidence, and to articulate information to others.

**Intelligence:** Requires the ability to plan work and develop procedures; to learn and/or evaluate complex information in order to make judgments and decisions.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add, subtract, multiply, and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and/or hear.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_