

CLEARFIELD COUNTY CONSERVATION DISTRICT

Administrative Assistant

General Description:

The Administrative Assistant is to provide the administrative and clerical support to the District Manager, Technicians, and the Directors necessary for the efficient and harmonious operation of the Conservation District Office. Appropriate office attire and behavior is expected.

Required Knowledge, Skills and Abilities:

- Ability to work independently with minimal supervision
- Ability to maintain an organized office
- Ability to communicate effectively with a wide range of individuals
- Knowledge of computer programs including QuickBooks, Word, Excel, and Publisher
- Thorough knowledge of bookkeeping and record keeping

Specific Responsibilities:

- Order and maintain all office supplies and equipment
- Maintain accounts for all district income, expenditures, reimbursement and payroll
- File all payroll related forms and payments, including all payroll taxes
- Maintain files and related information for delegated programs handled by the District
- Collect and distribute correspondence of the District
- Attend and record minutes for all district meetings
- Prepare and distribute pertinent material for each district meeting
- Provide monthly financial statements to the Board
- Answer all phone calls, forward messages, greet guests, and coordinate Technician's work schedules
- Assist in coordination of all special events
- Maintain financial records for all grants
- Compile and file Annual Report

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- Provide financial information for audits
- Keep the District Manager informed on matters relevant to planning and public relations
- Assist District Manager in duties and be responsible for office in Manager's absence
- Perform other related duties as assigned by the manager

Regular hours will be Monday through Friday, 8:30AM until 4:00PM, with lunch being Noon until 12:30PM.

Benefit package includes full hospitalization coverage on employee; earned vacation and sick leave; paid holidays; and 3% retirement contribution.

Starting Salary: \$25,000.00