

APPOMATTOX RIVER WATER AUTHORITY / SOUTH CENTRAL WASTEWATER AUTHORITY

- I. POSITION TITLE: ADMINISTRATIVE ASSISTANT

LOCATION: ARWA/SCWWA
- II. DEFINITION: Under general supervision, performs work of routine difficulty in varied and responsible clerical and administrative functions of the Authorities. Reports to the Business Manager. High degree of confidentiality required.
- III. DUTIES INCLUDE BUT NOT LIMITED TO: Responsible for entering accounting data in operating systems such as vendor invoices, customer invoices, remittance advice and inventory changes. Proofreads, verifies, and reviews materials, applications, records, and reports for accuracy, completeness, and conformance with established standards, policies, and procedures. Plans and implements activities of the administrative office and assists the Business Manager. Assists with planning and coordinating authority events. Responsible for the office filing system and archival system. Receives and directs phone calls to the person/department. Receiving Authority visitors and seeing that they get the assistance they need. Answers entry gate calls and announces visitors. Sorts and distributes departmental mail. Purchases office supplies and manages the supply rooms. Required to record and transcribe proceedings of board meetings in which speakers participate (i.e. Board or Directors Meetings); gather materials necessary for such meetings. Performs other duties as assigned.
- IV. QUALIFICATION STANDARD:

Education: Any combination of education and experience equivalent to graduation from high school, supplemented by college courses in business administration and bookkeeping.

Experience: Considerable experience in general office work.

Operating System: Intermediate knowledge of QuickBooks Desktop, Microsoft Office.

KNOWLEDGE, SKILL AND/OR ABILITIES: Working knowledge of standard office practices, procedures, and equipment; of business English, spelling, punctuation, and grammar; of principles and procedures of records management. Ability to follow and interpret oral and written instructions; ability to be attentive to detail when doing routine tasks; proofing work; ability to plan, prioritize, and organize; knowledge in the use and application of information systems, word processing and spreadsheet software. Ability to communicate both orally and in writing; ability to work with officials, superiors, co-workers and the general public.
- V. WORKING CONDITIONS: Work performed in non-hazardous environment and no unusual hours. Some overtime may be required. Work will be performed at two locations with rotating days throughout the week.
- VI. PHYSICAL REQUIREMENTS: Work requires the ability to lift minimal loads (10 to 20 pounds). Work requires walking, standing and/or bending. Employees must have the physical dexterity to accomplish their duties, in the manner noted, as referenced in this and the above sections.
- VII. OTHER: Possession of a valid driver's license and an updated DMV record. All potential employees must pass a drug screen test and are subject to random drug testing thereafter. This position is subject to a police background check.