

Perry County Veterans Service Commission Employee Job Description

Administrative Assistant

NOTE: OHIO REVISED CODE 5901.06

Employees shall be a Veteran or the spouse, surviving spouse, child or parent of a Veteran.

JOB DESCRIPTION:

The duties of the Administrative Assistant are to maintain office records and ledgers to include: payroll, billings, budget reports, daily reports, weekly reports, monthly reports, and compiling the annual report. Compose and type letters, keep inventory, order office supplies and equipment to include requisitions and purchase orders. Answers phones, directing calls to appropriate employee and/or assuring employee receives message as to their incoming calls.

The Administrative Assistant also meets with vendors to negotiate purchase of new equipment and/or maintenance contracts. Makes-up forms, time cards, meeting cards, etc. when applicable.

Additional duties of the Administrative Assistant are to assist the Executive Director in his/her duties. He/she receives screens and schedules clients for financial aid and/or service work with an appropriate date and time (Researching client prior to entering appointment). Keep an even flow of clients with the Service Officer.

The Administrative Assistant keeps an account of clients serviced each day as well as an account of incoming phone calls and incoming and outgoing mail. When clients come in, it is his/her responsibility to see that the client signs the daily log. Distributes all incoming mail. Also responsible for all outgoing and incoming faxes for employees.

Responsible for the processing of documents to the Department of Veteran's Affairs such as Standard Form 180 and DD Form 214, Compensation and Disability claims, and/or other documents prepared by the Service Officer.

Responsible for obtaining necessary documents such as DD Form 214's from the Recorder's Office, Birth and/or Death Certificates from the appropriate Health Department(s), and Marriage Certificates and/or Divorce Decree's from the Records Office, or any other document that is needed. This is done on a daily basis, if documents are needed.

The Administrative Assistant will carry on relief work when the necessity arises. This entails taking financial applications from persons in the Armed Forces of the United States, Veterans, spouses, surviving spouses, children or dependent parents of Veterans, and presenting the applications to the Executive Director and/or The Commission Secretary.

The Administrative Assistant will assure that office policies and directives given him/her by the Executive Director are strictly maintained. The Administrative Assistant serves as a liaison between the Executive Director and the support staff; transmits directives, implements policies and procedures, and any other additional duties or responsibilities in areas deemed necessary by the Executive Director.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Communicative skills
Verbally communicate one on one to a group.
Professional telephone technique.
Letter writing.
Maintain working relationship with other county, state and federal agencies.
2. Computer skills.
3. Typing (50 wpm).
4. Driving (current Ohio Driver's License).
5. Use of copy machine, fax machine and paper shredder.
6. Use of calculator.
7. Maintain accounting files, includes employee compensation (attendance, vacation, etc.)
8. Assist applicants with completing routine forms.
9. Filing and maintenance of master client files.

NON-ESSENTIAL FUNCTIONS OF THE JOB:

Participate in civic functions as well as service organizations to inform the public of services rendered for Veterans and dependents.

RESPONSIBILITY FOR EMPLOYEES: The Administrative Assistant is directly responsible to the Executive Director. In the absence of the Executive Director, Administrative Assistant is given the responsibility of acting as Administrator and is directly responsible to The Commission Secretary and/or other designee.

RESPONSIBILITY FOR ASSETS: Significant monetary responsibility in that you are primarily responsible for the overall bookkeeping and accounting of annual appropriation to include office expenses, salaries and financial assistance. The ability to work within the budget and to avoid loss is preventable through exercise of discretion and care as well as communication between The Commission and Perry County Commissioners.

EDUCATION: High School diploma and two years previous experience.

EXPERIENCE: Past experience in working with the public to include computer, typing, communication and telephone skills.

PHYSICAL DEMANDS: Minimum physical effort. Majority of work accomplished while sitting with occasional standing and walking. Close visual work. Requirements for driving of a personal vehicle. When using personal vehicle for business on behalf of The Commission, seat belts will be worn and Vehicle Insurance is your personal responsibility. Reimbursement of travel expenses for use of a personal vehicle is in accordance with Perry County Policy and Guidelines.

MENTAL DEMANDS: Variety of complex problems of which most can be anticipated or are recurring in nature. Ingenuity and judgment are required in planning of work. Must interpret results, draw conclusions, and take recommended action. Solutions to problems often require coordination with other individuals, departments, and/or agencies. Accuracy, resourcefulness, individual judgment and initiative are a necessity.

WORKING CONDITIONS: Normal light, heat, air and space in work place. Compliance with non-smoking policy of Perry County.

HAZARDS: Occasional verbal abuse to include threats of violence by clients.

When submitting resumes for Administrative Assistant please include a copy of the qualifying DD Form 214, cover letter, and professional references.

Please send to:
Perry County Veterans Service Commission
Attn: VSC
128 S. Main Street
New Lexington, OH 43764

or email to pcvets@perrycountyohio.net