

## Rogers County Job Opportunity

If interested, please complete an application available on the County website, and return it to: Rogers County Courthouse, 200 S., Lynn Riggs Blvd., Claremore OK 74017

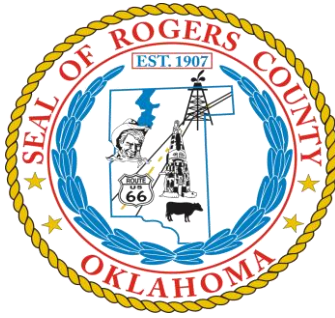
<b>Title: Administrative Assistant</b>	<b>Department: District #3</b>
<b>Reports to: District #3 Commissioner</b>	<b>FLSA Status: Non-Exempt</b>
<b>Pay: Based upon experience</b>	<b>Full Time/Part Time: Full-Time</b>
<b>Position Posted: 05/11/2022</b>	<b>Posting Closes: Until Filled</b>

### Position Profile

Constituent Services/Administrative Assistant provides customer service to all callers/County constituents; supports office services by implementing/maintaining office systems and programs; follows office procedures, and policies, and monitors administrative needs of office staff; assists in daily operations, and additional daily tasks, as assigned.

### Duties and Responsibilities

- Answer/screen, handle, and/or transfer all inbound phone calls, emails, correspondence.
- Receive and direct all vendors, visitors, and constituents with positive mindset.
- Prepare and provide information for all visitors, constituents, and staff, as appropriate.
- General clerical duties including, but not limited to copy/fax/scan, mail, and email.
- Keep electronic and hard copy filing systems updated daily.
- Prepare and/or modify reports, drafts, memos, and other correspondence.
- Coordinate and maintain employee records and training, as appropriate.
- Maintain workflow and develop/improve reporting procedures.
- Maintain Pavement Management and Work Order Program reporting procedures daily.
- Presentation for public engagements of Pavement Management & Work Order Program.
- Maintain office supplies and daily fuel inventory, checking stock to determine inventory level; anticipate supply needs; communicating orders for supplies and verifying receipt.
- Receiving Officer duties as appropriate.
- Support management and office staff with duties as requested, and/or necessary.
- Other tasks as assigned.



### **Qualifications**

Must be a minimum of 18 years of age. Must have superior: customer service skills; reporting skills; administrative writing skills; Microsoft Office skills; managing processes skills; organization; analyzing information; professionalism; problem solving; supply management; inventory control; and verbal communication abilities.

### **Education and/or Experience**

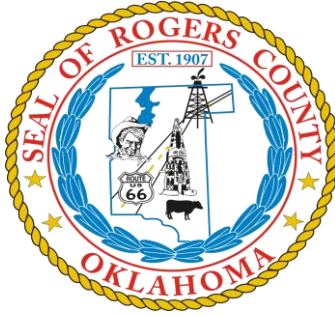
High School Diploma/GED preferred. Two years in an office environment preferred.

### **Knowledge, Skills, and Abilities**

Ability to:

- Read, write, spell, speak, and understand the English language.
- Ability to operate MS Office products at an above-basic (create new documents, open/edit existing documents) skill level to an intermediate-to-above (import/export data, create templates) skill level.
- Smoothly and rapidly shift between dissimilar tasks and react quickly and calmly to emergency situations.
- Communicate well both verbally and in writing.
- Willingness and ability to learn computer operations for different systems.
- Ability to deal with extremely irate or difficult people, in person or on the phone.
- Ability to manage stress of multiple projects and deadlines, while assisting in other office and job function tasks, while maintaining positive attitude.
- Establish and maintain positive relationships with staff, employees, and public.
- Work well alone, and/or within a team, participating fully.
- Ability to focus on task at hand while working in busy, loud environment.
- Exercise sound judgment and solicit assistance for decisions in a manner consistent with the essential job duties and responsibilities, while maintaining confidentiality and integrity.
- Enthusiasm to update job knowledge by participating in educational opportunities; professional organizations; attending expos/conventions; and developing or maintaining professional networks.
- Travel locally, regionally, or (rarely) out-of-state as needed.

For more information regarding working for Rogers County, please see the Employee Handbook on the County website: [rogerscounty.org](http://rogerscounty.org), Human Resources Department, Employee Handbook.



**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to: use personal computer systems and/or other devices to effectively perform job functions; to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl. The employee is frequently required to sit for extended periods of time. The employee is occasionally required to lift and/or move up to twenty-five (25) pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is *moderate to high*. The employee is regularly exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.

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**Read and Sign:**

I have carefully read and considered the job description in its entirety and received a copy of said description. I understand and am fully aware of the requirements of the position. I hereby acknowledge and agree that I am capable of fulfilling all job duties and requirements, including the physical requirements, and that I am fully able to comply with the job description.

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Name (Printed)

Date

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Name (Signature)

Date