

**ADMINISTRATIVE ASSISTANT**  
**COLUMBIA COUNTY SOLID WASTE DEPARTMENT**

**POSITION DESCRIPTION**

**I. Position Summary.**

The position is a part time position in the Solid Waste Department under the direct supervision of the Solid Waste Director and the Operations Manager. Performs office management related administrative functions in support of Solid Waste operations.

**II. Essential Duties and Responsibilities.**

1. Responsible operating truck scale and generating weight tickets
2. Provides recycling/solid waste information to the general public and handles complaints
3. Prepares department expense vouchers, daily deposits, general journal entries and line item transfers
4. Processes payments of monthly bills
5. Answers, screens and routes incoming telephone calls
6. Processes and routes incoming and outgoing mail

**III. Educational Requirements**

1. Computer experience with Microsoft WORD and EXCEL
2. Associate or Business degree from an accredited vocational, college, or technical school in one of the secretarial sciences and a minimum of one (1) year of responsible office experience, OR
3. High School diploma or its equivalent, supplemented by post high school course work with at least two semesters in the secretarial theory at a vocational, college, or technical school and a minimum of two (2) years of responsible office experience.

**IV. Knowledge, Skills, Licensure and Experience Required**

1. Knowledge of modern office practices and procedures
2. Knowledge of departmental policies and procedures
3. Knowledge of business English, spelling and composition
4. Knowledge of general bookkeeping practices
5. Ability to perform a variety of complex clerical tasks
6. Ability to operate a variety of office equipment
7. Ability to establish/maintain effective working relationships with co-workers and the general public
8. Ability to deal with the public in difficult situations
9. Ability to carry out oral and written instructions
10. Ability to assume responsibility
11. Ability to maintain various records as well as financial
12. Ability to operate general office equipment
13. Ability to operate scale monitor/printer
14. Operate a motorized vehicle
15. Valid Wisconsin Drivers License
16. Expected to maintain liability automobile insurance

**V. Physical Requirements**

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
2. Visual acuity
3. Ability to hear normal conversation
4. Ability to communicate orally in a clear manner
5. Good manual dexterity of hands and fingers
6. Able to lift/carry/push/pull at least 30 pounds

The position description is not being interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.