

SHARON ROBERTSON

Clerk of the Circuit Court & Comptroller

Job Description: 06.19.2020

Position: Administrative Technology Assistant

Assignment: Information Technology Department

Reports To: Technology Director, Clerk of Circuit Court & Comptroller

Job Summary: Coordinates and provides administrative support of day-to-day activities for the Technology Division which oversees Information Technology for the Clerk of Circuit Court & the Board of County Commissioners. The incumbent reports to the Technology Director, but also assists other technology staff personnel and end users.

Essential Job Functions: Coordinates administrative activities and resources for the Technology Division. Ensures department-wide coverage and consistency in managing administrative resources and processes; recommends and implements adjustments in administrative support resources to meet the demands of the workflow. Independently prepares reports and correspondence relative to the technical and administrative activities of the Technology Division.

Examples of Duties (Duties listed are not intended to be all inclusive nor to limit duties that might reasonably be assigned)

- Coordinates with departmental leadership and other agency management in order to ensure timeliness of workflow and submissions for the executive staff, Commission Meetings, external meetings, etc.
- Maintains comprehensive calendar of internal and external activities for the benefit of departmental leadership and coordinates meetings and schedules for the department.
- Coordinates and provides input along with other agency groups to ensure that Technology Division document control systems (TRACKIT) meet the department needs. Maintains manual and/or automated document control and filing systems and records for division correspondence.
- Independently composes letters and other correspondence and reports, including those involving technical issues.
- Conducts review and analysis of reports and other technical documentation to support division needs, including summarizing requirements and identifying deliverables for division response.
- Interprets financial and budget information associated with the department. Maintains reports as required for the division. Type, photocopy and distribute reports as required. Coordinates recruitment requirements of the department. Maintains records on job descriptions and other pertinent personnel data for all positions in the division.
- Records minutes of committee meetings, staff meetings, etc., transcribing those meetings into written format.
- Manages office equipment assigned to the division or provided for division staff use. Ensures that service response is timely for division equipment and that supplies are adequately maintained.
- Performs other administrative duties as assigned.

Required Knowledge, Abilities and Skills essential to Job Functions: Strong working knowledge of administration in a technical environment. Excellent coordination and people skills, including the ability to establish and maintain working relationships with management, members of the commission, elected officials, leadership of other government agencies, as well as with other public and private organizations. Must exhibit patience, diplomacy, tact and courtesy in achieving good interpersonal relations and effective coordination with all these and other categories of staff. Ability to develop an understanding of organizational functions, policies, and procedures, as prescribed by management. Strong skills in the use of office equipment such as personal computers and office software, fax and copy machines. Skill in entering, organizing, and retrieving data using computerized spreadsheets and databases, in preparing reports, presentations and correspondence using Word, Excel, and other software, and in use of the Internet for research, communication (including email) and data exchange. Skilled in written and spoken communication of administrative and technical data with strong grammar/spelling knowledge sufficient to screen own work as well as that of others. Ability to use computer presentation software (Microsoft PowerPoint), and to develop complete presentations with graphics and other devices. Good telephone skills and presence. Demonstrated ability to perform in a team environment.