
BENTON COUNTY MOSQUITO CONTROL ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

PERIOD OF EMPLOYMENT: Seasonal
JOB LOCATION: Benton County Mosquito Control, West Richland
DEPARTMENT: Administration
SUPERVISOR: Angela Beehler
REVISION DATE: March 10, 2017

SUMMARY:

The Administrative Assistant reports to the District Manager and is responsible for providing clerical support for Benton County Mosquito Control. Answers the telephone and assists callers by responding to routine questions or service requests. Directs callers to appropriate management or technical staff dependent on the nature of the call. Checks messages on voicemail daily. Greets variety of office visitors and assists them to appropriate department staff. Includes computer work and paper filing.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Work from the seasonal production calendar to accomplish tasks in a timely and professional manner, according to specified deadlines.
- Provide administrative support for daily business office operations.
- Inputs various information in an organized manner into computer and file properly.
- Maintain office equipment; order supplies as needed/approved.
- Manage phone, e-mail correspondence and inquiries; provide customer service support.
- Light bookkeeping.
- Maintain the organization's various databases, historical files, computer and hard copy documents, and other operational systems.
- Provide support for production and distribution of press releases and direct mail pieces and other communication tools in support of public health and Benton County Mosquito Control.
- Send and receive faxes.

- Assist District Manager, Field Supervisor, and GIS/Public Information Officer with administrative tasks as assigned.
- Maintain departments daily and weekly records.
- Perform additional duties and projects as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- Experience in administration, reception, secretarial, computer information, communications, or GIS (geographical information systems) preferred.

REQUIREMENTS:

- Must be at least 18 years of age.
- Possess a valid driver's license. Incumbent must also have reliable transportation to and from work.
- Be in good physical condition (able to lift 50 lbs.).
- Have the ability to work with minimal direct supervision.

ABILITIES:

The successful candidate will share a passion for and commitment to the mission of Benton County Mosquito Control. The candidate will possess strong computer, organizational and customer service skills, with demonstrated proficiency in all MS Office applications, including Word and Excel. Proficiency with Access, Publisher, and web design is a plus. Applicant must be effective in interacting graciously with customers both on the phone and in person. Applicant must possess energy, enthusiasm, and initiative, must be detail-orientated and capable of managing multiple tasks on a daily basis. Candidate must be experienced in hands-on work in support of and as part of a small, high-energy team. The ability to follow established, detailed procedures is necessary. Strong written and verbal communication skills are highly desirable. Experience in an office setting is preferred.

Employee Printed Name: _____

Employee Signature: _____ Date: _____