

Clinton County Solid Waste Authority Job Description

Position Title: Administrative Assistant

General Description:

Prepares: correspondence, memoranda, messages, reports, tables, charts, graphs, bid specifications, RFP's, public notices, forms, and similar material as necessary.

Assists with various accounting tasks.

Receives visitors, gives directions, etc. as may be required.

Answers telephone, receive and transmit facsimile documents, and distribute messages and hard fax copies. Runs and handles office errands: post office, bank, meeting preparation, etc. as necessary.

Opens, sorts, date stamps, routes, and delivers incoming mail, correspondences, packages, and messages. Briefly skims through Authority newspapers for information pertinent to Authority and related issues.

Performs various duties as substitute Weighmaster.

Cross-trains other employees. Must be efficient in current computer programs.

Adhere to the on-site safety plan and operational practices to ensure the safety of employees, customers, and visitors.

Will perform all other duties as assigned by the Office Supervisor, General Manager, and/or Board of Directors.

Will report directly to the Office Supervisor.

Position is Non-Exempt.

Revised December 3, 03