



## Job Description

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*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow other job-related instructions and to perform any other job-related duties as requested by their supervisor. Reasonable accommodation may be made to enable individuals with disabilities to perform the job functions described herein.*

**Job Title:** **Administrative Assistant**

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**Department:** Plant Administration

**Pay Grade:** 105

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

The Administrative Assistant provides administrative support requiring advanced understanding of processes, data, and/or operations of the department; analyzes information to create and/or maintain associated documents, databases, complex spreadsheets, organize meetings and/or special events; updates and provides alternatives to supervisor regarding critical issues/events; provides responses to requests for information; provides administrative support to budget process; analyzes and prepares financial and/or procurement documents; and provides guidance/training to other clerical/administrative staff.

### **ESSENTIAL JOB FUNCTIONS**

- Generates preventative and corrective work orders; reviews for completeness and closes out work orders for Plant Maintenance department.
- Utilizes a variety of computer software such as BS&A, CMMS Maintenance Management Software, Microsoft Office, MSDS, etc.
- Provides internal and external customer service via phone, email and in person; responds to inquiries, takes messages, and refers inquiries to the most appropriate parties when appropriate.
- Exercises confidentiality in the performance of the job duties, including knowledge of organization recommendations, legal documents, contracts and any other sensitive information; assures security and confidentiality of such information and documentation.
- Keeps appointment calendars and schedules appointments for management and staff and the general public seeking services.
- Maintains and orders office supplies, as assigned and when needed.
- Uses computers and word processing software to process letters, forms, reports, schedules, manuals, booklets, requisitions, purchase orders and related paperwork.
- Receives, opens, logs, sorts, time-stamps and distributes mail; prepares materials for mailing.
- Prepares and completes forms and composes letters.

- Sets up and maintains specialized paper and electronic office files.
- Files letters, reports and related technical information in the prescribed manner.
- Provides back-up for other employees or departments, as needed and assigned.
- Performs work at assigned location during specified business hours.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- High school diploma;
- Two (2) years of related experience; or
- Equivalent education, training, and/or experience.

### **Licenses or Certifications:**

- Requires a valid South Carolina driver's license.

### **Special Qualifications:**

- Able to use or learn to use a variety of equipment such as computer, printer, fax machine, scanner, copy machine, postage machine, two-way radio, etc. and a variety of computer software such as Microsoft Office, BS&A, CMMS Maintenance Management Software etc.

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

- Knowledge of general office procedures.
- Knowledge of department functions, resources and general practices.
- Knowledge of grammar, spelling and alphanumeric sequencing.
- Knowledge of business English, spelling and ability to make arithmetic computations.
- Knowledge of Microsoft computer programs and software.
- Knowledge and application of bookkeeping principles and practices.
- Skill in typing, data processing and file maintenance.
- Skill in applying a responsible attention to detail as necessary in preparing reports and correspondence.
- Skill in secretarial, clerical, organizational, and interpersonal functions.
- Skill in producing spreadsheets and correspondence.
- Ability to expedite a voluminous flow of detailed work and make arithmetical calculations with speed and accuracy.
- Ability to create and maintain files and records.
- Ability to work independently with minimal supervision.
- Ability to follow both oral and written directions.
- Ability to operate commonly used manual and automated office equipment.
- Ability to use and troubleshoot various computer and standard office equipment.
- Ability to interact with and communicate with general public in a friendly productive manner.
- Ability to maintain moderately complex clerical records and to prepare reports from such records and to check for accuracy.
- Ability to make routine decisions in accordance with procedures, laws and regulations and to apply these to work problems.
- Ability to use coding and filing systems.

- Ability to apply interpersonal skills with other employees and the public.
- Ability to assist managers with other tasks such as shipping items or equipment for various testing and managing those records as needed.

**PHYSICAL DEMANDS**

The work is mostly sedentary work. This requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects including the human body. Additionally, the following physical abilities are required: balancing, fingering, grasping, handling, hearing, mental acuity, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

**WORK ENVIRONMENT**

Works inside in an office environment most of the time. The job will require being in the field at times to verify, obtain and/or record asset information as required for loading or validating the data into the CMMS system.

*The North Charleston Sewer District has the right to revise this job description at any time and it does not represent in any way a contract of employment. My signature below indicates that I have received and reviewed the above description. I am able to perform the essential functions of my position with or without reasonable accommodation.*

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date