



**Position Description**

**POSITION TITLE:** Administrative Assistant  
**DEPARTMENT:** Administration  
**REPORTS TO:** Corporate Services Director

**SUMMARY OF POSITION:**

The Administrative Assistant is responsible for assisting the Receptionist with greeting and assisting clients, answering and directing telephone calls, and all other duties as needed. As well, the Administrative Assistant is responsible to assist with all records management to ensure it is up to date.

**RECOMMENDED TRAINING & QUALIFICATIONS:**

- University of Alberta – NACLAA Program
- Bellamy Software Training: Tax System; Name/Address System; Cash Receipting System; General Ledger System; and Query Training
- Office Software Training
- Freedom of Information and Protection of Privacy Training (FOIP)
- Records Management / Electronic Data Storage Systems training
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, others as applicable

**KEY DUTIES AND RESPONSIBILITIES:**

**1. Reception Functions:**

- a) Greeting and assisting clients / customers as prime service contact for Starland County
- b) Answering and directing telephone calls / message delivery
- c) Maintaining Starland County outlook calendar with holidays and absences
- d) Receiving and receipting payments, including payment by mail, telebanking or other electronic means
- e) Pick up and deliver mail
- f) Maintaining a log book on all maintenance workers attending the office, equipment worked on including dates and times
- g) Booking the meeting rooms, and ensuring that the meeting rooms are equipped for the function booked

## **ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

### **2. Records Management**

- a) Records management including: filing, file system maintenance, records scanning and storage, records management (including records retention), agreement ledger and information requests

### **3. Administration Support Functions:**

- a) Ordering office and janitorial supplies as needed including clothing, meeting supplies and any special presentation materials required
- b) Maintenance of dog licensing register, coordinating animal complaints, liaison with Bylaw relative to animal complaints and issues
- c) Maintaining a key inventory for Starland County facilities
- d) Maintain clippings of newspaper articles relevant to County functions
- e) Backup for maintenance of the security system, all programming, key management and scheduling
- f) Project assistance support for all staff (copying, binding, printing, etc)
- g) Starland County bookings and accommodations for staff and Council as needed

### **4. Administration Support:**

- a) Assist with Council meeting preparations
- b) Assist with meeting confirmations and arrangements
- c) Assist with routine correspondence in support of CAO and Assistant CAO and other staff as required
- d) Update Contract/Lease Schedule

### **5. All other duties as assigned by the Corporate Services Director or Chief Administrative Officer**

#### **SAFETY COMMITMENT:**

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position is not a safety sensitive position, so drug and alcohol testing is not required on hiring.

\*Revised as of April 2022