

Office Associate IV

Board of Supervisor's Office

Part-Time (30 hours per week), 12 Months

Non-Exempt, Pay Grade 8, Part-Time Benefits-Eligible, Not VRS-Eligible

THE POSITION – OFFICE ASSOCIATE IV

The Office Associate IV performs complex clerical, administrative and technical work; duties may be varied, and require selection of appropriate actions among several alternatives. Does related work as required. Work is performed under general supervision.

KEY ATTRIBUTES OF THE IDEAL CANDIDATE

- Ability to work several evenings a month in support of Board of Supervisors meetings
- Experience transcribing and composing complex minutes.
- Ability to maintain confidentiality
- Excellent communication, interpersonal relationship, and listening skills
- Ability to work independently and take initiative on assignments
- Detail-oriented individual who can work accurately and efficiently under pressure
- Ability to prepare professional correspondence

THE OFFICE – BOARD OF SUPERVISORS

The Board of Supervisors sets policy and oversees the County Executive regarding the County's operations/programs, levies taxes, appropriates funds, makes land use decisions, implements the Comprehensive Plan, and appoints members of Boards and Commissions, except for School Board members, who are elected by the voters.

THE EXPECTATIONS

Essential functions include, but are not limited to, the following:

- The primary responsibility for this position will be to edit, prepare and format meeting minutes for distribution to the Clerk.
- Serve as the camera operator for Board of Supervisors meetings.
- Collects, verifies and enters unit/department-related information into database; Maintains database and keeps information current.
- Assist with collecting and tracking payroll-related information. Enters information into database.
- Codes invoices and processes expense forms for payment.
- Assists with the planning and coordination of special events.
- Prepares reports specific to unit/department.
- Prepares a variety of documents. Formats, edits, updates and distributes as required.
- Responsible for a variety of technical administrative assignments.
- Schedules meetings and appointments and administers calendar.
- May serve on special and/or regular teams and committees.
- Coordinates with internal departments for Board meeting support.
- Does related work as required.

THE QUALIFICATIONS

Education and Experience

Any combination of education and experience equivalent to graduation from high school and at least three years extensive, increasingly responsible experience in clerical work.

Knowledge, Skills and Abilities

A core function of this position is to edit, prepare and format accurate minutes for the Board of Supervisors. Comprehensive knowledge of business English and spelling is essential. Must have the ability to maintain confidentiality. Knowledge of departmental functions, organization, and policies is important. Ability to make difficult arithmetic calculations. Ability to lay out and type complex forms and tables. Ability to establish and maintain effective working relationships with employees and the public, as well as government officials. Comprehensive knowledge of standard office practices, procedures, equipment and clerical techniques. Basic to Intermediate level proficiency in office-related software and databases. Ability to use a variety of office equipment,

including computer, copier, postage meter, Fax, printer, multiple-line phone, paper folder, laminator, projector, and scanner.

THE PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Some contacts are made with individuals from other internal units or outside organizations or the general public for purposes of exchanging information which may require some judgment or interpretation. Communication is usually cooperative in nature with infrequent conflicts resolved by higher authority. Conducts work in a sitting position; however, job requires frequent standing, walking, bending, stooping and light lifting. Requires frequent operation of a variety of office machines.

THE HIRING SALARY RANGE

The hiring salary range for this position is \$12.59 - \$15.11 per hour depending on qualifications, experience, and internal equity. The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, and continuing education/training opportunities. This is a part time, FLSA Non-exempt position. *Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, SP-60.*

DEADLINE FOR APPLICATIONS: 11/14/2018, 5:00 p.m. EST

You may find more information at the Albemarle County Human Resources page <http://www.albemarle.org/hr>.

Learn more about the County as a great place to live at: [New Resident Guide](#)

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