

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**EXECUTIVE ASSISTANT**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform administrative/secretarial work associated with providing administrative support at an executive level, coordinating office activities, and processing information and documentation relating to an assigned department/division. Duties and responsibilities may include supervising and coordinating office activities, coordinating purchasing activities, coordinating personnel and payroll activities, coordinating budget preparation and monitoring, recording financial transactions and, preparing or processing various department documentation, coordinating meetings, conducting research, compiling information and statistics, maintaining records, providing customer service, and performing tasks specific to assigned department/division. Assignment to County Attorney's Office reports to County Attorney. Assignment to County Mayor's Office reports to County Mayor. Assignment to Election Commission reports to Administrator of Elections. Assignment to Agriculture Extension office reports to County Extension Director.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Provides direction, training, guidance and assistance to employees; coordinates projects and daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.

Provides administrative/secretarial /clerical support for the assigned department; processes a variety of documentation associated with department operations, within designated timeframes and per established procedures.

Performs office management functions; supervises daily office operations, coordinates office activities, and assists with overall department functions; assists in establishing long and short term plans, goals, and objectives for the department/division; coordinates special projects as requested.

Acts as liaison between department management and with other departments/divisions, state/local agencies, professional individuals/groups, vendors, the public, the media, or other individuals/agencies in matters pertaining to department programs or operations; coordinates communications and conveys information among division/department personnel.

Coordinates calendar activities for the department, to include planning/scheduling appointments, meetings, interviews, or other activities; updates calendar on a regular basis; communicates with individuals scheduled for appointments/meetings as appropriate; attends meetings as requested.

Plans and coordinates arrangements for meetings of various boards, committees, or other groups/individuals; attends meetings as required; records and transcribes meeting minutes; prepares and distributes meeting notices, agendas, minutes, packets or other meeting materials; maintains records; coordinates scheduling and setup of meeting rooms for various meetings/activities; maintains schedule for use of meeting rooms.

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Processes purchasing documentation; reviews purchase requests for sufficient funding and for compliance with purchasing guidelines; prepares purchase orders; verifies completeness of information, proper authorization, and assignment to proper budgetary account; enters purchase order data into computer and generates printed purchase orders; balances purchase orders and posts to general ledger; oversees purchase order encumbrance procedures; balances encumbrances on weekly, monthly, and yearly basis.

Gathers various information, data, reports, and/or files as requested; compiles statistical data relating to department programs or operations and makes applicable calculations; prepares/generates reports for submission to department managers and/or to outside agencies; maintains records.

Monitors inventory of department equipment, forms, or supplies; ensures availability of adequate materials to conduct work activities; maintains current inventory lists; initiates requests/orders for new or replacement supplies.

Processes incoming/outgoing mail; sorts, organizes, opens, and/or distributes incoming mail; signs for incoming packages; assembles materials for large mail-outs; prepares outgoing mail for pickup.

Types, drafts, prepares, or completes various forms, reports, correspondence, lists, purchase orders, budget documents, work orders, meeting minutes, legal notices, charts, graphs, or other documents.

Receives various forms, reports, correspondence, invoices, budget documents, timesheets, vacation/leave requests, inventory records, policies, procedures, maps, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, accounting, email, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Maintains file system of department files/records; prepares and sets up files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.

Maintains library of books, publications, news articles, or other resource materials for use by department staff.

Conducts research functions as needed.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or updating department manuals/documentation.

Answers telephone calls and greets visitors; ascertains nature of business, directs callers/visitors to appropriate personnel, and records/relays messages; initiates and returns calls as necessary.

Performs customer service functions; provides information/assistance regarding department services, activities, procedures, fees, or other issues; distributes forms/documentation as requested; responds to routine questions, complaints or requests for service; initiates problem resolution.

Communicates with supervisor, employees, other departments, vendors, customers, law enforcement personnel, court personnel, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Performs notarization of documents as needed.

Maintains confidentiality of departmental documentation and issues.

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Maintains current knowledge of applicable policies, procedures, laws and regulations; an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **Assignment to Agriculture Extension Office may involve the following additional functions:**

Prepares and submits Travel Reimbursement Reports for staff.

Maintains reference materials regarding Civil Rights according to federal requirements; prepares Civil Rights reports for administrative and agricultural work and submits.

Perform administrative operations, guidelines and policy & procedures for County, University of Tennessee and Tennessee State University extension office entities.

Act as a liaison between County departments and Extension office as well as Central Region District office, Conservation Board, Agriculture Committee, Master Garner Association, and the Endowment Committee.

Utilizes IRIS system to complete a variety of human resources and financial tasks; train other employees in the use of IRIS.

Maintain and update Office Guideline booklet.

Maintain financial records, banking and documentation for UT, TSU, and County Budgets to accompany IRIS.

Maintain records for facility rental and timekeeping records of daily operational expenditures.

Assist in training Administrative positions on policy, procedures, and record keeping.

### **Assignment to County Attorney's Office may involve the following additional functions:**

Prepares legal pleadings; files with court within designated timeframes; distributes copies as appropriate; initiates follow-up with court to verify receipt and determine date entered by court.

Prepares/generates resolutions for approval of County Attorney and for presentation to County Commission.

Attends and records minutes for the following standing committees: Steering, Health & Education, Property Management, Public Safety, and Public Works.

Compiles statistical and administrative data as needed; performs research and makes applicable calculations; prepares/generates reports; maintains records.

Ensures adherence to internal policies regarding provision of legal advice.

### **Assignment to Mayor's Office may involve the following additional functions:**

Provides administrative/secretarial support for the County Mayor; composes correspondence on behalf of County Mayor; creates resolutions and proclamations for County Mayor; approves purchase orders as needed, within established guidelines.

Provides assistance to County Commissioners; posts payments to commissioners to ledger.

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Coordinates activities for Purchasing Committee, to include distributing/publishing legal notices, obtaining bid specifications, notifying prospective bidders, collecting plan deposits, and maintaining current bid lists.

Prepares schedule for all committee meetings one year in advance.

Coordinates processing of personnel and payroll documentation for the division/department; reviews timesheets or time cards for accuracy and completeness; enters payroll data into computer and forwards payroll documents for payment; distributes paychecks; maintains personnel files.

### Assignment to Election Commission may involve the following additional functions:

Maintains financial books/records for the division/department; posts financial transactions to cash journal; ensures posting of transactions and deposits to appropriate budget line item; balances/reconciles ledgers, accounts, bank statements, revenues, and other records.

Recruits and hires election workers; maintains pool of qualified workers; makes work assignments; coordinates/conducts training classes to instruct election workers in voting procedures and voting machine use; establishes and implements procedures for voting machine operators; provides training; coordinates payroll activities for poll workers; calculates payroll; distributes paychecks.

Maintains and updates street index databases for registration system and precincts for all voters.

Oversees/coordinates deliveries of voting machines, signage, and related supplies to voting precincts; assists in conducting elections; sets up and operates voting machines; assists with early voting activities.

Promotes the electoral process through supplemental registrations, public education, mock elections, or other activities.

Processes budget documentation for the division/department; assists in projecting and developing annual department budget; makes budgetary recommendations; prepares budget balance sheets; monitors expenditures to ensure compliance with approved budget; maintains balance of expenditures in capital outlay projects; prepares requisitions for proper approval; maintains financial ledgers on computer of departmental revenues/expenditures on computer.

Maintains petty cash fund for the division/department; disburses funds for expenditures as appropriate; ensures proper receipts/documentation of expenditures; balances account and requests reimbursements as needed.

Coordinates processing of personnel and payroll documentation for the division/department; reviews timesheets or time cards for accuracy and completeness; calculates hours work, verifies calculations, and researches discrepancies; distributes paychecks; tracks employee vacation, sick, and comp time records; maintains personnel files; ensures completion of all required forms by new hires; responds to requests for verification of employment; coordinates orientation and training for employees; oversees reporting of work-related accidents and processing of worker's claims; reviews resignations and ensures completion of separation notices, payroll action forms, final pay forms, and notification to State of Tennessee.

## **ADDITIONAL FUNCTIONS**

Performs various errands as needed, such as transporting documentation, or purchasing supplies.

Provides assistance or backup coverage to other employees or departments as needed.

May coordinate accounts payable activities for the division/department; processes invoices for payment; matches invoices with statements or other backup documentation; verifies receipt of goods/services; reviews invoices for accuracy; makes applicable calculations and researches discrepancies; forwards invoices for payment.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in secretarial science and personal computer operations; supplemented by three (3) years previous experience and/or training involving office management, secretarial work at an administrative/executive level, office administration, project coordination, basic accounting/bookkeeping, customer service, record management, personal computer operations, and training/experience in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require possession and maintenance of valid State of Tennessee Notary Public certification and valid Tennessee State driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures; and may include the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Assignment to Election Commission may at times involve objects and materials of heavy weight (100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

### PHYSICAL DEMANDS ANALYSIS (non- election year)

**1. STANDING AND WALKING**

**Tasks:** Filing, copier, public contact

**Surface:** carpet, concrete vinyl

**Estimated Total Hours:** 7.5 **Maximum Continuous Time:** 3

**2. SITTING**

**Tasks:** Clerical, registrations, computer operations etc.

**Estimated Total Hours:** 7.5 **Maximum Continuous Time:** 3

**3. LIFTING/CARRYING**

**Objects:** Mail trays, boxes of voter registration, paper, trashcans etc

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X	X	X	
11-25 lbs		X	X	X	
26-50 lbs		X	X	X	
51-75 lbs				X	
76-100 lbs				X	
>100 lbs				X	X

**4. PUSHING/PULLING**

**Objects:** Vacuuming, filing cabinet drawers, daily

**Height of hands above floor during push:** 30 inches, 50 inches +/-

**5. BENDING/SQUATTING/KNEELING**

**Tasks:** Filing, retrieving files, copy paper, etc.

**Frequency:** daily, weekly, monthly

**6. REACHING**

**Tasks:** Telephone, filing

**Hands Used:** RIGHT    LEFT    **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	1-5 min	7.5 hours	<5 lbs
21-36"	All	1-5 min		<5 lbs

**7. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>97</u> % of time
Outside	<u>3</u> % of time

**8. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling	X	
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

**9. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		50/65 per min
Grasp	X		1-5 min
Fine Motor i.e: writing, twisting hands or wrist, etc	X		1-5 min

**PHYSICAL DEMANDS ANALYSIS – election commission office  
(election year)**

**1. STANDING AND WALKING**

**Tasks:** Public contact, driving, training (instruction), election day, filing, warehouse work, working early voting, registrations.

**Surface:** carpet, concrete, vinyl, pavement, setup early voting

**Estimated Total Hours:** 14 +/- **Maximum Continuous Time:** 4

**2. SITTING**

**Tasks:** Computer operation during early voting, registrations, answering phones, copier (clerical)

**Estimated Total Hours:** 10 +/- **Maximum Continuous Time:** 4 +/-

**3. LIFTING/CARRYING**

**Objects:** Chairs, tables, loading equipment, voting machines and associated equipment and props, mail trays, boxes of paper, registration, registration cards, etc.

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs		X			
76-100 lbs				X	
>100 lbs					X

**4. PUSHING/PULLING**

**Objects:** Loading equipment, carts, dolly, tables with voting machine equipment, storage bins

**Height of hands above floor during push:** 4', 2-3 feet +/-

**5. BENDING/SQUATTING/KNEELING**

**Tasks:** Filing, retrieving files, storing voting equipment, etc.

**Frequency:** daily, hourly, weekly, monthly

**6. REACHING**

**Tasks:** telephone, filing, voting supplies, loading equipment

**Hands Used:** RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Left and Right	Up 15-20 min	Up to 14 hours daily	<10 lbs
21-36"	Left and Right	1-5 min		<5 lbs

\*At warehouse, could be up to 75 lbs for some tasks. When preparing voting supplies, reaching is in all directions.

**7. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	95 % of time
Outside	5 % of time

**8. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling	X	
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

**9. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		50-60 per minute
Grasp	X		15-20 per minute
Fine Motor i.e: writing, twisting hands or wrist, etc	X		15-20 per minute

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

**Exemption Status Test (Administrative Employee)**

*~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:*

1. Is the employee’s primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer’s customers?
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

YES	NO	Don't Know
✓		
✓		
✓		

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date