HIRING WAGE: $14.50 – $15.70/hr DOE
STATUS: Full–time with benefits
CLOSING DATE: November 24, 2020
APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY
Greets visitors in person and over the telephone; provides information regarding department related information; directs visitors to the appropriate department or office; and performs administrative support duties.

DISTINGUISHING FEATURES OF THE CLASS
Performs simple and routine work under general supervision and according to pre–defined guidelines.

ESSENTIAL FUNCTIONS
• Greets and directs visitors to the appropriate staff member, department or office;
• Operates telephone, screens, routes calls, and takes messages;
• Provides information to the public and employees regarding county services, programs, and procedures;
• Creates requisitions and processes invoices for Department office supplies, office equipment, membership renewals, parking, software, Employee Recognition, etc.;
• Accepts deliveries from vendors;
• Organizes and maintains office and breakroom supplies and cabinets;
• Time and date stamps bids as they are received;
• Checks out plans and specifications to contractors;
• Creates receipts for monies received;
• Sorts and distributes mail;
• Orders department office supplies;
• Orders meals for department upon request;
• Composes and types correspondence, reports and records;
• Proofreads documents for accuracy;
• Generates reports and labels;
• Schedules meetings and conference rooms;
• Assists with meeting set up;
• Creates department service requests;
• Files and maintains records;
• Assists with maintaining the training library;
• Maintains asset inventory;
• May type notes and minutes of meetings.

ADDITIONAL FUNCTIONS
• Provides support to HR team members and assists with small projects;
• Takes and maintains employee photos;
• Performs related duties as assigned.
JOB REQUIREMENTS

- High school diploma or equivalent;
- Previous experience as a receptionist preferred;
- Knowledge of telephone etiquette;
- Knowledge of English grammar and spelling;
- Knowledge of office practices, procedures and equipment;
- Skill in communicating effectively with culturally diverse populations;
- Skill in the use of a personal computer with MS Office software;
- Ability to maintain confidentiality;
- Ability to work under own initiative;
- Ability to type documents and correspondence with accuracy;
- Ability to review and proofread documents for accuracy and completeness;
- Ability to establish and maintain effective working relationships with co-workers, managers and the general public;
- Ability to work as a member of a team to accomplish division and department goals.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- May be required to lift up to 20 lbs.;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

* If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)