

**Comal County
Job Description**

Job Title: Operations Assistant
Department: County Auditor
Employee Name:
FLSA Status: Nonexempt
Prepared By: Human Resources
Approve By: Commissioners Court

Job Code Number:
Salary: N8
Employee ID:
Reports To: County Auditor
Prepared Date: 03/2019
Updated:

SUMMARY

Under direction of the County Auditor, the Operations Assistant handles daily administrative operations relating to the Auditor's Office. This position performs a variety of bookkeeping and accounting tasks; prepares documents and spreadsheets; has routine interaction with other county departments; has frequent contact with the public and other professionals within the private sector; able to multitask in a technical and fast paced environment.

SUPERVISION RECEIVED

Works under the direct supervision of the County Auditor

SUPERVISION EXERCISED

None generally

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Performs office support work for the Auditor's Office such as answering and directing telephone calls to the appropriate personnel and answering questions for visitors.
2. Aide in preparing spreadsheets and Microsoft Word documents and performing basic reconciliations.
3. Distribute and/or record and process outgoing and incoming mail.
4. Process incoming and outgoing Accounts Payable emails and support Accounts Payable Clerks in communicating with vendors and other county departments.
5. Regular contact with County Officials and employees, the general public and employees from other governmental entities and various suppliers of goods and services to the county to insure adherence to proper policies and procedures.
6. Maintain a Vendor W-9 file.
7. Assist when needed in the daily review of accounting documents such as cash reports, invoices, requisitions, purchase orders, court appointed claims, expenditures, travel reimbursements etc. for proper accountability, as required by the departmental budget and ensure the accurate and

timely process of all claims presented for processing to the County Auditor and Commissioners Court.

8. Attendance is an essential function of the job.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

High School diploma or GED equivalent required. Associate's Degree in applicable field preferred. Minimum of five (5) years experience in general office procedures, accounting and software manipulation of databases, spreadsheets and word processing, Limited accounts payable experience a plus.

KNOWLEDGE/SKILLS

Demonstrate knowledge of the various types of clerical activity related to business management; demonstrate proficiency in Microsoft office suite (i.e. email, word processing, spreadsheet), and data base programs; able to communicate technical specifications and managerial matters in an effective manner; able to read, interpret and develop spreadsheets; able to clearly communicate technical and administrative matters in written letters and e-mails to the public, Auditor's Department staff and other County Departments.

DESIRED MINIMUM QUALIFICATIONS:

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

This is a sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

OTHER SKILLS AND ABILITIES

Must be proficient in data entry.

PHYSICAL DEMANDS

This is a sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; sit; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal work hours for this position is Monday – Friday, 8:00 AM to 5:00 PM with 60 minutes for lunch (equals a 40 hour workweek). The official work week is a seven-day workweek beginning at 12:01 AM on Saturday and ending at 12:00 AM on the following Saturday.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an “At Will” employment, and under no circumstances is this a contract for employment.

Approval: _____
(Supervisor or Department Head)

Approval: _____
(Commissioners Court)

Effective Date: _____

Revision History: _____

Acknowledgement of employee: _____
(Printed Last Name, First Name, MI)

Signature of employee: _____