



## HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Administrative Assistant (CD)  
(16160)

Department of Human Resources  
PO Box 470  
Hanover, VA 23069  
Telephone (804) 365-6075  
Facsimile (804) 365-6334

*Multiple Departments*

**Revision Date:** August 2009

**General Description:** This is a paraprofessional position. The incumbent performs administrative support tasks and manages projects.

**Organization:** The Administrative Assistant position is part of Hanover County's Career Development Program (CD). The Administrative Assistant Ladder has four (4) levels ranging from Administrative Assistant I to Senior Administrative Assistant. Incumbents normally report to a Department Head or Manager and supervise no staff. However, Senior Administrative Assistants may serve as workflow leaders to lower level Administrative Assistants.

**Essential Functions:**

- Prepares correspondence, payment vouchers and other essential paperwork.
- Establishes and maintains computer and paper files and records.
- Performs necessary office support activities as directed.
- Provides superior customer service to callers and visitors to the Department.
- Prepares reports as needed.
- Maintains calendars and schedules.
- Makes travel arrangements.
- Performs related work as assigned.

**Working Conditions:**

- A. Hazards
  - None Known
- B. Environment
  - Office
- C. Physical Effort
  - Minimal
- D. Non-exempt

**Knowledge, Skills and Abilities:** Computer Skills, required. Ability to type 35 – 45 Words Per Minute, minimum. Knowledge of office procedures, preferred. Must be able to communicate effectively both orally and in writing. Ability to maintain records, organize, use the telephone, listen, understand and follow directions. Ability to learn the policies and procedures of and the services provided by the agency to which assigned. Ability to establish and maintain effective working relationships with County officials, employees and the general public.

**Education, Experience and Training:** High school diploma or equivalent required with previous administrative experience and training in Office Support Technology preferred – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Higher levels on the Career Ladder require additional education and experience up to an Associate Degree.

**Special Conditions:**

- Criminal Records Check, including fingerprinting
- Pre-employment typing test
- CPS (Child Protective Services) Check – DSS, CSB, Community Resources and Court Services only
- Twelve-month probationary period
- Mandatory Participant in the Citizen Emergency Response On-call Plan (DSS ONLY)