

## ADMINISTRATIVE ASSISTANT II

### DEFINITION

Under general direction, to perform highly responsible administrative and lead work duties; and do related work as required.

### EXAMPLES OF DUTIES

Serves as lead clerical employee or office administrator, may perform lead work responsibilities over clerical support personnel including planning work flow, making and monitoring work assignments; may prepare payrolls and related financial and statistical reports; may prepare budgets of estimated expenditures and county board reports; may prepare records involved in the purchase and issuance of supplies and equipment necessary for the operation of the agency and maintain a perpetual inventory record; may oversee a specialized clerical operation of very wide scope; may handle property transactions; may attend county and state meetings related to client liability for county services; may provide technical assistance to agencies who are responsible for client billing and collection; may establish and monitor accounts receivable system for refunds due the county due to retroactive third party eligibility, assets or other resources available to the client; may establish and maintain county records for each client in order to ensure that all revenue due is received; may provide assistance to state and county staff in obtaining information necessary to make application for third party resources.

### EMPLOYMENT STANDARDS

Education and Experience: Requires any combination of training and experience equivalent to high school graduation and six years of varied office experience including one year in a lead work capacity. [Lead work experience includes assigning and monitoring work and training new employees as well as performing the work itself.]

Knowledges and Abilities: Extensive knowledge of laws, rules and regulations affecting the administrative division; extensive knowledge of principles and practices of business management as they apply to personnel, office management, accounting and budgeting; ability to plan, direct and review work of subordinates; ability to effectively communicate with agency staff and members of the public; ability to review and analyze state and federal regulations related to billing and collection for client fee services provided by or for the county; ability to interpret county medicaid eligibility requirements for clients and assist them in the spenddown process when necessary; must be able to lift up to fifty (50) pounds unassisted and heavier loads with assistance.