



County of Anoka

Employment Opportunity

An Affirmative Action/Equal Opportunity Employer

Apply online at: www.anokacounty.us

Opening Date: November 16, 2009
Closing Date: November 25, 2009

Salary: \$13.82 - \$16.95 Hourly
Job #: 09110

OFFICE SUPPORT ASSISTANT

Include responses to Supplemental Questions with the application no later than 4:30 p.m. on the closing date of the position. Résumés not accepted.

Anoka County Information Services is seeking an Office Support Assistant to provide administrative support to the Director of Information Services and department managers; Compiles documents and spreadsheets; Assists with processing invoices, reconciliation of cost center budgetary and expense accounts, and maintaining budgetary projection documents; Ensures all office and administrative procedures are conducted effectively and efficiently to support the goals of the Department.

EXAMPLES OF ESSENTIAL DUTIES (ILLUSTRATIVE ONLY):

Supports the Director of Information Services, Administrative Services Manager, and the Administrative Support Assistant; Performs and provides support for department managers and key staff, including accounting support, word processing, printing, and creation and maintenance of spreadsheets and financial information; Processes requisitions and invoices for IS staff; Distributes various documentation and information to staff.

Assists in: The coding of vouchers, invoices, and staff reimbursement checks for payment; Reconciliation of budget expenditures for all line item expenses; Reconciles bi-weekly projections and distributes to department Director and managers; Works with vendors to resolve discrepancies or errors on invoices and/or orders; Accesses the Enterprise Information System (EIS) to reconcile cost centers, streamlining time spent with accounting staff and making the process more efficient; Creates Journal Entries and Claim Vouchers as required; Drafts and types correspondence and compiles statements and reports; Monitors office supplies such as toner for copier, cartridges for department printers, and papers supply for copier and printers; Orders office supplies and monitors supply budget; Creates Work Orders through ACES for department meetings and other facilities upkeep for Information Services; Creates CSR's for staff technology-related requests. Develops and maintains appropriate interfaces with County divisions, departments, and offices; Schedules appointments for meeting rooms, conference phone and projector availability for department use; Performs special project tasks for Director of Information Services, Administrative Services Manager and other department managers.

REQUIREMENTS:

Post-secondary education in office support administration, business administration or related; One to three years related office support administration experience; Experience in an Information Services department preferred; Or equivalent combination of education and experience.

Knowledge of: Spreadsheets and financial applications; Generally accepted accounting principles and procedures; Standard office administrative practices.

Ability to: Align work plans and projects to meet departmental priorities; Take work direction and prioritize tasks; Represent the department to a variety of audiences, including all levels of County management and elected officials; Establish and maintain working relationships with all levels of staff; Manage and coordinate multiple projects in a timely manner; Retain confidentiality; Communicate effectively, both orally and in writing; Work both independently and in a team-oriented environment; Gather information for projects and compile for presentation; Type 40 WPM.

Some positions will require you to participate in Skills-based testing as part of the Selections Process. Additional information regarding the tests will be provided to selected participants.

Anoka County complies with the Americans With Disabilities Act. (TDD-for hearing impaired 763-323-5544). If you need an accommodation because of a disability, or have further questions regarding the application process, please call Human Resources at 763-323-5525.

Grade: 7