

FOREST COUNTY FORESTRY/PARKS DEPARTMENT

Position Description

Position Title: Administrative Assistant

Reports to: Forest Administrator

FLSA Status: Nonexempt

County Status: Permanent Full Time Employee (40 Hours Per Week)

Pay Grade/Pay Structure: \$14.65-\$16.28 per hour

I. Position Summary:

Serves as Administrative Assistant to the County Forest Administrator. Assists in the overall operation of the Forestry Department. Assists the public in a wide variety of activities pertaining to management of the County Forest, operation of the Forest County Park, and administration of the Snowmobile and ATV programs. Assists with the performance of duties within the Forestry Department performing functions including, but not limited to, timber sale contract administration, snowmobile and ATV trail program administration, and administration of the county park system. Assists with grant writing, performs grant administration, record keeping and reimbursements of grants. Performs related duties as required.

II. Primary Duties and Essential Responsibilities:

- Assists the public in obtaining necessary information, maps, air photos, brochures, wood permits, bough permits, county park information, etc.
- Performs work on the timber sale program including administration and issuing contracts, contract extensions, placement of advertisements, sale maps, preparation of the 2460 forms, documentation of bids, notification of bid results, compiling of cut volumes and values, maintenance of stumpage records and revenues, completion of stumpage bills and sale closure forms.
- Completes snowmobile trail and ATV trail program maintenance bills, prepares grant applications, issues contracts, maintains expense totals, and prepares vouchers and statements.
- Deposits and records county park revenues, orders supplies, completes manager payroll, mails park brochures and bids services.
- Mails meeting notices and prepares agendas and minutes.
- Answer telephone, type correspondence, and gives general information in response to inquiries, performs a variety of record keeping and correspondence functions and reports, operates calculator, typewriter, personal computers, and other office machines.
- Performs any other program-related duties as assigned by the Forest Administrator.
- Other duties as assigned within the scope of responsibility and skill requirements for the job.

III. Supervisory Responsibilities or Additional Responsibilities

Receives direct supervision from the Forest Administrator who will spot check work for completeness/ accuracy, compliance with deadlines/ conformance with established policies and procedures, and effective accomplishment.

IV. Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typical Forest County office environment.

V. Minimum Qualifications

Education: High school or GED equivalency.

Experience: Three years of responsible office experience

Skills, Knowledge and Abilities:

- Knowledge of office terminology, procedures, business arithmetic and English.
- General knowledge of the use of forest terminology, familiarity with legal descriptions and platbooks.
- Ability to follow complex oral and written instructions, communicate effectively, both verbally and in writing.
- Ability to maintain complex clerical records and prepare reports from such records. Ability to make decisions in accordance with laws, regulations, ordinances and established department procedures.
- Ability to make relatively complex mathematical computations rapidly and accurately.
- Sound judgment, courtesy/ tact, dependability and able to maintain confidentially.
- Ability to establish and maintain satisfactory working relationships with other department employees, other county employees, DNR and USDA Forest service employees, elected officials, the general public as well as clubs and organizations with contractual agreements with the department.
- Working knowledge of Windows, WordPerfect and Lotus.

Licenses and Certifications: None required.

Forest County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A

COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES
REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT
OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF
EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Personnel Committee on

Department Head: _____ Date: _____