

# DELAWARE SOLID WASTE AUTHORITY

## JOB DESCRIPTION

OCTOBER 2, 2014

TITLE: ADMINISTRATIVE ASSISTANT III  
REPORTS TO: CHIEF, EXECUTIVE ASSISTANT AND/OR MANAGER  
JOB CLASS: NON-EXEMPT  
LOCATION: STATEWIDE

### PURPOSE:

Responsible for providing advanced administrative services to upper management level (typically a Chief); generally works independently. Assignments require evaluative thinking and are carried out in accordance with standard administrative practices and general work instruction. Relieves supervisor of routine administrative and business details by performing a variety of duties that entail extensive knowledge of programs, policies, procedures, rules and regulations.

### JOB DUTIES:

- \* Assists in special studies and analysis of policies, procedures and directives by performing research to gather information and data; may prepare reports on a limited basis.
- \* Maintains liaison between supervisor and staff, government agencies and the public.
- \* Organizes, arranges and coordinates a variety of administrative and business details for supervisor, keeps supervisor apprised of issues; follow-ups and tracks workflow and resolves problems relating to delinquent deadlines and procedures.
- \* Maintains administrative and confidential files including follow-up files; obtains, organizes and assists supervisor in drafting technical and administrative materials for public information or agency use; may assist with budget preparation and control by obtaining and compiling data and information.
- \* Formats and types a variety of materials from written drafts, dictaphones or shorthand containing difficult terminology and confidential information.
- \* Reviews and prioritizes mail; locates and attaches appropriate file to correspondence to be answered by employer or composes reply for employer's

signature; maintains a follow-up filing system on correspondence; may forward copies of correspondence to managers for their information and response.

- \* Answers telephone including 1-800 #, gives routine information to callers, transfers calls to appropriate employee, places outgoing calls and schedule appointments for supervisor resulting from public contact. Greets visitors, ascertains nature of business and directs visitors to appropriate staff person.
- \* Arranges details for staff, board, committee and other meetings, conferences, hearings and travel including schedules, reservations, location of function, seating of guests, and other scheduling responsibilities; completes expense forms; takes notes/minutes of meetings, conference, etc.
- \* Pick up and deliver mail to and from the post office. Makes bank runs when needed for facility.

Logs all incoming faxes while manning the front desk at DSWA administrative office, maintain fax machine to ensure good working order.

Maintains complex filing system including confidential and follow-up files, optical disk scanning and electronic filing of all incoming and outgoing correspondence.

Orders and distributes supplies and equipment, replenishes supplies throughout entire office.

Perform other duties as assigned.

This position will provide support to other areas within DSWA on an as needed basis to assure continuity of DSWA operations.

#### QUALIFICATIONS:

Possession of a high school diploma or equivalent, six (6) years of applicable administrative experience, with at least four (4) years' experience providing administrative support to upper level of management; typing speed of at least 50 words per minute, shorthand and/or speedwriting speed of 90 words per minute preferred but not required. Ability to effectively operate standard office machines (copiers, postage meters, transcribers, calculators, etc.) Experience with Microsoft Professional Office Suites. Must sign a statement of confidentiality.

\*Denotes essential functions of the job