

JOB DESCRIPTION
Essex County, VA

Job Title	Office Associate – Facilities
Department	Facilities Management
Category	Part Time
FSLA	Non-Exempt
Pay Grade	
Report to:	Facility Director
Supervises:	NA

JOB SUMMARY/PURPOSE

The purposes of this position are to provide clerical duties under supervision to receive, review, respond to and appropriately refer inquiries and requests for information. The work involves attention to details to maintain accurate records, processing of expenses, data entry, receptionist duties and answering customer inquiries with more difficult problems being referred to a supervisor for assistance. An Office Associate is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Screens incoming phone calls, mail, concerns and questions; serve as first contact for customers to answer questions and explain policies governing department operations; provides information and appropriate contact information; takes action if appropriate or refers to appropriate staff member if required.
- Clerical duties include handling routine correspondence and filing;
- Process all bills and invoices for Facilities Department by entering data and budget code into financial system; research bills and invoices as necessary and responds to vendors calls about processing of checks;
- Enter work orders for Facility Department requests into computer and prints out for appropriate building or grounds staff or the Director;
- Enter timecards for payroll for supervisor's approval;
- Track expenses for electric, water & sewer, cell phones, open purchase orders; review for accuracy and approval by supervisor
- Composes routine correspondence and memoranda for supervisor's signature. Type's letters, forms, work orders, reports; proofreads documents to ensure accuracy; checks figures, forms, and for accuracy;
- Prepare purchase orders and requisitions to order office supplies and building and grounds supplies, contractor projects, parts, and equipment for Facilities.
- Exercises responsibility for the maintenance of documents, manually or by computer, correspondence; posts and records information; updates data; checks, sorts, records, and files various materials.
- Researches parts and supplies for Director and building Maintenance and Grounds Supervisors; calls vendors for quote under direction of the Director

- Compiles reports for departmental and/or county records;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeping current with office operation and account payable trends;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- High school diploma or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job, plus over two years of office work experience. Building and Grounds Maintenance Office experience preferred.

Licenses or Certificates:

- None

Knowledge, Skills and Abilities:

- Knowledge of standard office practices, procedures, equipment, terminology and clerical techniques;
- Working knowledge of the use of office automation applications and equipment, business arithmetic, American business English and spelling;
- Working knowledge of database management systems for data entry procedures
- Ability to acquire working knowledge of regulations, legal requirements, and procedures of assigned office;
- Ability to work independently;
- Ability to process large volumes of paperwork; ability to type with speed and accuracy and to develop and maintain detailed and accurate records and files;
- Ability to prioritize and organize work assignments to meet established deadlines to complete tasks efficiently and accurately and ability to multitask
- Ability to maintain effective working relationships with vendors, customers, departmental staff, employees, and representatives of public agencies.
- Ability to understand and follow oral and written instructions;
- Ability to communicate effectively, both orally and in writing;
- Ability to use Windows-based software and data base systems (e.g. Word, Excel, Facility Dude);
- Ability to maintain motivation, composure, and self-esteem in stressful situations;
- Ability to make sound judgments and decisions based on established office policies and procedures

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, telephone, fax, scanner				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing - stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing			X	
Other-Driving	X			
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).

