

Job Title: Administrative Assistant

Department: Commissioners Office

Reports to: Chief of Staff

Position Summary: The Administrative Assistant is responsible for handling a variety of duties that support the Board of Commissioners and Chief of Staff. Communicates and coordinates meeting schedules and announcements. Outlines meeting agendas, prepares documentation and records meeting minutes.

Key Responsibilities:

- Communicates meeting schedules and publishes announcements
- Prepares agendas and records meeting minutes for the following meetings: Commissioners, Salary Board, Board of Elections, Prison Board, Pension Board, Cabinet/Staff Meetings
- Prepares correspondence, reports, meeting documentation (e.g. – resolutions, ordinances, motions)
- Follows up on action items
- Scans and files documentation
- Answers and addresses inquiries (via phone or e-mail)
- Copies and distributes documentation
- Processes invoices
- Acts in a cross-functional role with other staff as needed
- Other duties as assigned by Chief of Staff

Qualifications:

- Associate's Degree in a related field from an accredited college or university required. Bachelor's Degree is preferred
- 3 – 5 years minimum experience in an administrative support role
- Proficient in Microsoft office products; including, Word, Excel, Outlook and Power Point
- Ability to learn and navigate Legistar software
- Must possess strong organizational, interpersonal and analytical skills
- Ability to prioritize, work efficiently, complete tasks within deadlines, and transition from task to task
- Strong attention to detail
- Ability to be creative, innovative, work independently and troubleshoot issues with undefined solutions

- Experience in handling and producing confidential information

Please submit your letter of interest, resume and salary requirements by July 31st to:

Human Resources Analyst
Lackawanna County Administration Building
200 Adams Avenue, 6th Floor
Scranton, PA 18503
Email: petersens@lackawannacounty.org

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