



Pennington County
Administrative Assistant II-
Addiction Treatment Services
(Non-Exempt B23)

Position Objective:

The Administrative Assistant II serves as administrative support for the Addiction Treatment Services division. This includes the supervision of other administrative support staff as assigned.

The Administrative Assistant II is expected to be well-versed in day-to-day operations, provide excellent client customer service and be an integral part of the Addiction Treatment Services leadership team.

The Administrative Assistant II position is typically staffed weekday, daytime hours and is covered under the flexible work schedule policy.

Essential Functions:

- Supervising designated staff, including selection, training, scheduling, assigning work, enforcing policy, and conducting performance reviews;
 - Providing administrative support for the Clinical and Housing Director to include but not limited to: scheduling, meeting prep, correspondence, and preparing request for proposals.
 - Overseeing facility contract renewals and filing according to established practices.
 - Providing support as requested for the State Department of Health Inspection.
 - Preparing information and providing support as requested for the State of South Dakota facility accreditation.
 - Assisting with personnel files, employee rosters, and organization charts for division employees;
 - Coordinating division's "employee of the month" recognition and selection.
 - Supervising the retention, entry and management of client files,
 - Overseeing purchasing, inventory and use of consumable office supplies, office furniture, facility supplies, and equipment, etc;
 - Overseeing scheduled maintenance of office machines to include phones, copiers, printers, etc.;
 - Working collaboratively with the Sheriff's Office Accountant II to provide information pertinent to the budget, vouchers, and employee matters impacting payroll.
 - Coordinating oversight for IT support, including work order requests for repairs and modification of IT needs;
 - Management of the billing process for client services to include preparing invoices, receipting payments, auditing and record retention;
 - Assisting with policy and procedure document updates.
 - As directed by Supervisor, attending, recording minutes, and participating in meetings
 - Updating the Addiction Treatment Services external website information.
 - Contributing to the team effort by accomplishing additional requirements as needed.
 - Performing other duties as assigned.
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This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- HS Diploma or GED required. Preference given to those with higher education in administration, business and or accounting.
- Working knowledge of the Sheriff's Office operations and three years of progressively responsible work involving planning and organizing the work flow of an office.
- Advanced computer proficiencies to include Microsoft Office Suite.
- Preference given to those with supervisory experience.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment:

Work is performed in an office.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.