

## **POSITION DESCRIPTION COUNTY OF MADISON, INDIANA**

**POSITION:** PT ADMINISTRATIVE ASSISTANT

**DEPARTMENT:** CENTRAL DISPATCH

**WORK SCHEDULE:** VARIES

**DATE WRITTEN:** 02/01/2021

**DATE REVISED:**

**STATUS:** Part-Time

**SALARY:** \$15.000/hr

**FLSA STATUS:** NONEXEMPT

### **Job Summary**

Our 9-1-1 Administrative team is the support organization Madison County Central Dispatch. This team is responsible for the 39 Full Time and additional Part Time employees of Madison County Central Dispatch, and all operational aspects.

The Administrative Assistant will work with members of the administration to handle routine tasks. Additionally, the Administrative Assistant will serve as an IDACS Assistant Coordinator.

The Administrative Assistant will work 20-25 hours per week, with a schedule to be set after hire. The work hours will normally fall within Monday-Friday 8A-4P.

### **Duties and Responsibilities**

- Maintains filing systems as assigned.
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Creates and maintains vouchers for payment of invoices.
- Coordinates and schedules travel, meetings, and appointments for managers or supervisors.
- Prepares agendas, schedules, and records minutes for meetings.
- Maintains office supplies.
- Maintains protective order registry filing and entries
- Performs IDACS/NCIC entries, clears, queries, and other maintenance as assigned.
- Performs other related duties as assigned.

### **Required Skills and Abilities**

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.
- Ability to pass extensive background check and testing for NCIC/IDACS.

### **Education and Experience**

- High School Diploma or GED required. Associates degree preferred.
- One to three years of experience in a similar role.

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**Position Requirements**

- IDACS Certification within 1 month of hire.
- IDACS Assistant Coordinator Certification within 6 months of hire.

**Physical Requirements**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift 25 pounds at times.

**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Position open until filled**

Applications for the position must be submitted to Human Resources via email  
**[www.madisoncounty.in.gov](http://www.madisoncounty.in.gov)**