

**Jefferson County
Position Description**

Name: Department: Fair Park
Position Title: Administrative Assistant I **Pay Grade:** Grade 1 **FLSA:** Non-exempt
Date: March 2025 **Reports To:** Fair Park Director

Purpose of Position

The Fair Office Administrative Assistant I provides administrative and clerical support to enhance the operations of Fair Park events, including the annual County Fair.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Delivers exceptional customer service, addressing inquiries via phone and in person, and directing specific queries to appropriate team members as necessary.
- Performs general office duties, including filing, photocopying, and mailing. Office clerks support all departments by ensuring smooth administrative operations.
- Helps in planning and executing public events and meetings, dealing with logistics, setting up venues, and providing information to attendees.
- Supports daily interactions and programming questions for Fair Park and Fair operation elements, including camping reservations and specific events.
- Supports website content updates and digital marketing channels with new and relevant information.
- Assists with coordinating programmatic paperwork, including judge's information packets, exhibitor information, award winners, vendor applications, etc.
- Performs inventory checks and distributes supplies as needed for the Fair, and other Fair events.
- Assists with the beverage ordering process for Fair Park events, including handling requests for soda, water, and ice, and ensuring accurate delivery and distribution.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Performs other duties as assigned or may develop.

Non-Essential Duties and Responsibilities:

- Assists with distribution of marketing materials throughout the County.
- Assists with Fair department set-up, take-down and storage.

Minimum Training and Experience Required to Perform Essential Job Functions:

- 18 years or older required and ability to successfully pass a criminal background check.
- Proven success in Microsoft Office Word and Excel programs.
- Proven success in customer service skills.

Preferred Training and Experience Required to Perform Essential Job Functions

- Previous experience in office-setting.

Knowledge, Skills, Abilities

- Ability to reliably and predictably carry out one's duties
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of an organization
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume

- Ability to apply common sense understanding carrying out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Ability to master multiple technology software solutions.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs
- Knowledge of County government organizations and operations and interrelationships between governments and the community
- Knowledge of accounting principles and practices, accounts payable, and payroll practices
- Knowledge of laws, government regulations, and agency rules as they relate to government accounting and budgeting
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software
- Skill in prioritizing workload, developing action plans and meeting deadlines

Supervision

None.

Physical Demands.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear.
- Required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper.
- Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment.

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Not regularly exposed to adverse conditions
- Noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations for qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date
