

**POSITION DESCRIPTION
COUNTY OF GREENE, INDIANA**

POSITION: Administrative Assistant
DEPARTMENT: Emergency Management
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m. M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: September 2025

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-Exempt

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. The County of Greene provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as an administrative assistant for Greene County Emergency Management, responsible for maintaining accurate records, performing bookkeeping duties, and providing administrative support to department personnel.

DUTIES:

Answers telephone, determining nature of call, responding to inquiries and/or routing caller to appropriate individual or department.

Communicates with volunteers, Advisory Board members or other agencies by telephone or e-mail as necessary.

Performs various clerical duties, including composing, typing and mailing correspondence, reports and other documents, preparing materials for meetings and training classes, faxing or emailing documents as requested, sorting mail, and filing/maintaining records as appropriate.

Performs department bookkeeping functions, including processing claims and entering itemized budget balances in ledger.

Enters data on computer as directed and maintains information for all hazardous spills and volunteers that respond.

Schedules facilities for meetings and training as necessary. Attends training and/or meetings, taking minutes at meetings as requested.

Purchases office supplies as needed.

Assists in updating the County Emergency Management Plan and Emergency Management Agency (EMA) directory. Assists Director in preparing reports for State agencies as required.

EMA/ Admin. Assistant
Approved: 09.22.2025

Receives radio test from State Emergency Management Agency (SEMA) and sends weekly pager test from computer or pager program as required.

Attend training seminars, as directed, related to the operation of county government.

Perform related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED with previous related work experience.

Valid Indiana driver's license and demonstrated safe driving record.

Ability to meet all hiring requirements, including passage of a background check.

Working knowledge of department policies and procedures, applicable local and state rules and regulations, basic computer skills and bookkeeping principles, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, written reports, and department directories as required.

Knowledge of standard filing systems and ability to maintain accurate and complete files and records.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace and personal conduct.

Ability to properly operate a variety of standard office equipment, including computer, telephone, fax machine, typewriter, copier, calculator, postage meter and two-way radios.

Reasonable level of proficiency with Microsoft Office programs, particularly Word, Excel, and Outlook.

Ability to effectively communicate orally and in writing with co-workers, other County personnel, volunteers, local, state, and federal emergency service personnel, law enforcement and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in written or oral form.

Ability to work alone with minimum supervision and with others in a team environment.

Admin. Assistant, EMA
Approved: _____

Ability to work rapidly for long periods, often under time pressure, and on several tasks at the same time.

Ability to apply knowledge of people/locations and plan and layout assigned work projects.

Ability to count/make simple arithmetic additions/subtractions and read detailed prints, specifications and maps.

Ability to occasionally work extended, evening and/or weekend hours and occasionally travel out of town for training, sometimes overnight.

II. RESPONSIBILITY:

Incumbent performs duties according to supervisor and service needs of the public. Assignments are set jointly by incumbent and supervisor by following standard operating policies and procedures. Incumbent must have supervisor's permission to deviate from standard operating procedures. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Errors in work are usually detected or prevented through prior instructions from supervisor and/or supervisory review. Undetected errors may result in loss of time to correct errors and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County personnel, volunteers, local, state, and federal emergency service personnel, law enforcement, and other members of general public for a wide variety of purposes.

Incumbent reports directly to the Emergency Management Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing up to 25 pounds, bending, keyboarding, close/far vision, depth/color perception, speaking clearly, and hearing sounds/communication, and handling/grasping/fingering objects. Incumbent occasionally works extended, evening and/or weekend hours, and occasionally travels out of town for training, sometimes overnight.

Admin. Assistant, EMA
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APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Administrative Assistant for the Emergency Management Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Type or Print name

Admin. Assistant, EMA
Approved: _____