



**KRIS A. KNOCHELMANN**  
County Judge/Executive  
859.392.1415

**OFFICE OF THE COUNTY JUDGE/EXECUTIVE**

303 Court Street, Suite 205  
Covington, KY 41012-0792

**JOE SHRIVER**  
County Administrator  
859.392.1415

**MEMORANDUM**

**PLEASE POST IMMEDIATELY**

**INTERNAL & EXTERNAL POSTING**

**DT: 9/8/17**

**TO: All Department Managers**

**FR: Joe Shriver**  
**County Administrator**

A blue ink handwritten signature of Joe Shriver, consisting of stylized initials.

**RE: Vacancy in Emergency Management**

There is an opening for Part-time Administrative Assistant in the Emergency Management Department. A copy of the current job description is attached for reference to the essential functions of the position. Starting hourly compensation is \$14.00 with no benefits. **Anyone wishing to apply for this position needs to contact the Human Resource Office by application and resume by 4:00 P.M. on Monday, September 25, 2017.**

**Kenton County  
Homeland Security/Emergency Mgt.**

**Compensation: Hourly  
Exemption Status: Non-Exempt  
Exemption Type: N/A**

**PART-TIME ADMINISTRATIVE ASSISTANT / Emergency Planner**

**GENERAL NATURE OF WORK**

This is skilled Administrative work in the County Emergency Management & Homeland Security department. An employee in this class is responsible for typing, filing, data entry and compiling reports for the department under close to standard supervision.

**EXAMPLES OF DUTIES**

Types letters, documents, reports, forms and other material for the department's staff as required.

Receives visitors to the department.

Files correspondence, documents, reports, forms and other materials as needed.

Answers telephone calls; handles inquiries and complaints from the public.

Gives information and referrals to the general public.

Operates a copy machine, computer (PC) and other standard office equipment.

Performs related duties as required.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Ability to get along with others in the work place and to respect their rights as individuals.

Ability to communicate verbally; ability to comprehend simple verbal orders and to perform the required job task.

Knowledge and use of good telephone answering techniques and to take accurate messages.

Ability to read and comprehend written work directives and/or follow written program instructions.

Ability to read or view training materials and to comprehend the information.

Part-time Administrative Assistant

Knowledge of safe work practices and the ability to apply them in work day situations.

Good working knowledge of standard office machines including a calculator, copy or fax machine, computer terminals, PC's, printers, typewriter, etc.

Ability to work effectively with limited supervision.

**DESIRABLE TRAINING AND EXPERIENCE**

Graduate of a standard high school or the equivalency, supplemented by courses in typing and general office procedures and experience in performing administrative duties including public contact; or any combination of training and experience which provides the desired knowledge, skills and abilities.

**NECESSARY SPECIAL REQUIREMENTS**

Ability to type 40 words per minute with accuracy.

**PHYSICAL REQUIREMENTS**

Must be able to lift forty (40) pounds or more to a height of four (4) feet or more.

Must be able to sit for extended periods of time.

Eye sight must be correctable to 20/20 vision.

Hearing must be within normal acceptable range of 20-25 with or without a hearing aid.

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

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**The above Job Description is intended to describe the general content of, and the requirements for, the performance of this job, including the essential functions. The description is not to be construed as an exhaustive, all inclusive statement of job duties, requirements, or responsibilities.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date