



---

92 Thomas Johnson Drive, Suite 230, Frederick, MD 21702  
Phone: 301-695-2803 Ext.3 Fax: 301-694-0270  
Email: [soil.conservation@comcast.net](mailto:soil.conservation@comcast.net)

### **Contractual Administrative Assistant**

#### **Job Information:**

This contractual administrative position provides varied office support duties to the operations of the Soil Conservation District. Supervision is received from the District Manager.

#### **Essential Responsibilities:**

- Perform office reception and customer service duties, provide information and assistance to the general public, county staff, telephone inquiries and take messages or make referrals to other staff as appropriate.
- Assist with providing support to office operations and assistance to Soil Conservation staff
- Receive and distribute Erosion and Sediment Control plans to appropriate engineers as they arrive; confirm and log accompanying payments.
- Receive and log urban plans; maintain a monthly log of urban monies.
- Compose, type and prepare correspondence as requested.
- Transcribe meeting minutes for distribution.
- Compile and prepare data and reports for staff using Microsoft Office Suite.
- Process and distribute all incoming and outgoing mail for the office
- Perform general clerical duties (e.g. photocopying, collating, filing, etc.)
- Perform other duties as required.

#### **Qualifications and Requirements:**

- High school graduation or equivalent
- Intermediate skills in Microsoft Office Suite Software

#### **Knowledge Skills and Abilities:**

- Strong and effective spoken and written (English) communication skills with the ability to prepare professional correspondence.
- Ability to maintain a pleasant, professional demeanor while dealing with staff, engineers and the public in a wide variety of circumstances.
- Ability to effectively organize work, determine priorities, including the ability to make decisions and complete assigned duties with minimal supervision.
- Ability to effectively access and utilize Microsoft Office Suite, e-mail, spreadsheet and other systems and equipment.