Job Title: Administrative Assistant (Economic Development)
Department: Economic Development
Reports to: Director Economic Development

The Administrative Assistant is responsible for supporting the day to day operations of the Economic Development department reporting to and directly assisting the Director.

Key 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.

Types and prepares various correspondence to include letters, legal documents, memorandums, reports and other documents; reviews information for accuracy and completeness; makes corrections as needed; enters information into computer databases as necessary; maintains copies for departmental files.

Maintains and files records and documentation; ensures supporting documentation is present and accurate; updates and makes corrections when necessary.

Maintain an applicant list for rehabilitation and emergency repair grants/loans. Collect, review and contact client applicants from the waiting list of applicants. Interview, determine preliminary eligibility of client applicants to meet local, state and federal guidelines. Perform and evaluate project income survey, compiles results.

Greets clients, staff and the public, responds to requests for information, provides forms, applications and other documents. Assist clients in filling out required information, make appointments with clients and maintains files related to client request.

Receives and screens incoming telephone calls, routes call and inquiries and takes messages as necessary. Answers questions form staff, outside agencies, and the public.

Makes photocopies of various files, documents, correspondence and other items as needed. Collates, sorts and distributes as necessary. Maintains copies for departmental and future use. Receive, send and distribute faxes.

Maintains inventory of office supplies, receives request for supply orders and orders replacement as needed.

Maintains time records of all departmental employees. Enter in exceptions to the timekeeping system. Produces exception and time tracking reports.
The administrative assistant attends board meetings, tapes and transcribes meeting minutes. Prepares board meeting packages, publish legal notices and provides administrative support to Lackawanna County’s redevelopment and planning boards, authorities and commissions.

Uses various office equipment, computers and software such as Word, Excel, New World accounting, Chronos timekeeping and payroll software. Uses various software in the preparation of reports documents and request tracking and maintenance. Learns new software packages as necessary.

Performs additional administrative support functions as deemed necessary by the departmental Director.

**Minimal Qualification:**
Knowledge of basic principles of record keeping, business letter writing, report writing, Microsoft office and New World Accounting software.

A high school diploma and three years experience in a planning or economic development agency performing specific duties related to community or economic development including general secretarial and intake duties or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Lackawanna County is an Affirmative Action/Equal Employment Opportunity employer.

Please submit your application, resume and references by October 03, 2014 to:

Human Resources Generalist
Lackawanna County Administration Building
200 Adams Avenue, 6th Floor
Scranton, PA 18503
finnertyb@lackawannacounty.org
AA/EOE