

# ATLANTIC COUNTY GOVERNMENT

## JOB ANNOUNCEMENT

### PLEASE POST

**TITLE:** Analyst Assistant

CONTINUOUS

**SALARY:** \$34,800 - \$40,362

Hours: 40 X 35   

**DEPARTMENT:** Administration

Union:    Mgmt X

**LOCATION:** Atlantic City

NJCSC Test Required: Yes X No   

Grant Funded: Yes    No X

### DEFINITION

Under the direction of a supervisor in a local department, or agency, receives on the job training in reviewing resolution requests, contracts, ordinances, grant renewals, change orders and other documents being submitted to the County Board of Commissioners from County Departments; provides a wide range of administrative services in support of a manager(s) within the area of assignment; does other related work.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### EXAMPLES OF WORK:

Reviews documents submitted to County Board of Commissioners from County Departments to ensure clarity in requests and information provided.

Prepares meeting agenda for County Board of Commissioners.

Reviews assigned projects; learns to identify the information, tools and research methods required for project completion.

Assists management by providing a wide variety of administrative services within the area of assignment

Reviews, interprets and evaluates data, contracts, regulations, or other information relevant to the agency.

Arranges meetings, conferences and other events

Collects and compiles data and other information required to complete analytic studies.

Reads, researches and routs correspondence; drafts letters, memos and other documents for the review and approval of management.

Conduct operational audits, workflow and other assessments.

Learns to interpret laws, rules, regulations, standards, policies and procedures and apply them to specific situations.

Learns to review and evaluate documents to ensure compliance with Local, State, Federal or other requirements.

Learns to examine documents for authenticity.

Learns to identify problems and recommend solutions.

Learns to assist in the review and evaluation of fiscal and/or administrative practices, organizational structure, or operating systems and provides recommendations for changes and improvements.

Prepares clear, sound, accurate, and informative reports containing findings, conclusions and recommendations.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

#### **REQUIREMENTS:**

#### **EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

#### **EXPERIENCE:**

One (1) year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures is preferred.

#### **LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of the methods used to collect and analyze data.

Knowledge of report writing methods.

Ability to prepare charts, graphs and other pictorial materials.

Ability to review, interpret and evaluate data or other information.

Ability to conduct reviews, studies, audits, evaluations and other assessments.

Ability to read and interpret laws, rules, regulations, standards, policies and procedures and apply them to specific situations.

Ability to review and evaluate documents to ensure compliance with State, Federal or other requirements.

Ability to examine documents for authenticity.

Ability to work cooperatively with co-workers and supervisory staff.

Ability to learn to prepare technically sound, accurate and informative reports.

Ability to maintain essential records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>**

**Alternatively, applications may be mailed to the  
Atlantic County Division of Human Resources  
1333 Atlantic Avenue, Atlantic City, NJ 08401  
- We are an Equal Opportunity Employer -**