



Position Description

Title: Administrative Assistant		
FLSA Class: Non-Exempt	EEO Category: Administrative Support Worker	WC Class: 8861
Job Title #10000201	Salary Grade:	Purchase authority: 1
Date Approved: April 13, 2018		
Revision Date: March 18, 2021		
Revision: Major Duties Revised	Licensure:	

Purpose of Position

Provide administrative and staff support to the general organizational operations. The administrative assistant reports to the manager or director.

Major Duties (*Essential Element)

- Handles and maintains confidential and non-routine information*
- Assists with the completion of filings*
- Performs general office duties to include maintaining and inventory of copier, orders office supplies, answers phone, computer software, and provides direction to internal and external customers *
- Coordinates orders, including processing of checks for payment, and preparing an acknowledgement of orders fulfilled
- Completes letters, billing, tracking appropriate items and funding
- Updates and tracks boards/census to accurately reflect statuses on a daily basis
- Prepares documents from rough drafts, editing grammar, punctuation or spelling, as needed
- Designs and types general correspondence, memoranda, charts, tables and or graphs and where appropriate assists in updating the website*
- Prepares reports as requested and maintain databases as needed*
- Processes checks and credit card requests and file receipts accordingly*

- Maintains files and prepares closed cases for return to Children's Division if applicable to the program area. Staff liaison for tenant/landlord matters if applicable to program area
- Takes, transcribes and edits minutes for meetings as requested, submits rosters, agenda, and minutes to training department
- Assist with the review of administrative procedures and develop systems to ensure compliance by staff
- Assists with research and cost comparisons for vendors to maintain cost effectiveness and quality
- Coordinates travel and hotel arrangements as needed
- Receives and distributes incoming mail and coordinates outgoing mail, including courier services, postage meter account, and interoffice mail distribution
- Maintains library and classification of filing new items in appropriate program
- Performs other duties and responsibilities as requested
- School administrative assistants: Processes enrollment and disenrollment for clients as well as admissions and discharging clients from programs
- Other duties as assigned for the betterment of Great Circle

Competencies

- Judgment – makes thoughtful decisions in a timely and confident manner
- Execution & Results – adapts to change, effectively copes with the unexpected, systematically problem solves, follows-through and ensures accuracy
- Customer Focus – properly interacts with others, works independently or with a team, ethically minded
- Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner
- Trauma Informed – demonstrates commitment to learn and apply trauma-informed principles, as appropriate by role, and to understand impact of stress and trauma to clients, colleagues and self

Required Education and Experience

- High school diploma or equivalent
- Six (6) months of clerical experience

Preferred Education and Experience

- Associate or bachelor's degree
- Type 60 words per minute
- Experience working with various office machines and equipment
- Two (2) years administrative experience
- Experience work with children and families in a trauma informed environment

Qualifications

- Strong customer service focus
- Excellent time management
- Oral and written communication skills
- Knowledge of administrative and clerical procedures, systems and processes
- Analytical ability necessary to handle moderately complex administrative details such as preparing nonrecurring reports
- Independent judgment
- Proficient in Word, Excel and email applications

Working Conditions

Office environment. Working environment generally favorable. Lighting and temperature adequate.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. The position requires constant walking, talking, listening, use of hands to handle or feel, as well as lifting up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____

Employee signature: _____ Date: _____