



Position Description

Title: Administrative Assistant		
FLSA Class: Non-exempt	EEO Category: Admin Support	WC Class: 8861
Job Title # 1000201	Salary Grade:	
Date Approved: April 13, 2017		
Revision Date:	Revision:	
	Purchasing Authority: 1	

Purpose of Position

Provide administrative and staff support to the general organizational operations.

Major Duties (*Essential Element)

- Handle and maintain confidential and non-routine information*
- Assist with the completion of filings*
- 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 *
- Coordinate orders, including processing of checks for payment, and preparing an acknowledgement of orders fulfilled
- Prepare documents from rough drafts, editing grammar, punctuation or spelling, as needed. Design and type 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*
- Process 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

- Assist with research and cost comparisons for vendors to maintain cost effectiveness and quality
- Travel booking and hotel arrangements as needed
- Receive and distribute 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: Process enrollment and disenrollment for clients as well as admissions and discharging clients from programs

Working Conditions

Office environment. Working environment generally favorable. Lighting and temperature adequate. Some exposure to noise.

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. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Order supplies per budget outlined

Supervisory Responsibility

None

Qualifications

Strong customer service focus, excellent time management, oral and written communication skills. Knowledge of administrative and clerical procedures, systems and processes. Requires analytical ability necessary to handle moderately complex administrative details such as preparing nonrecurring reports. Independent judgment is required to plan, prioritize and organize a diversified workload with attention to detail. Must be proficient in Word, Excel and email applications.

Required Education and Experience

- High school diploma or G.E.D.
- At least six months of clerical experience, and knowledge of general office procedures, word processing, spreadsheet and database management, and a high school diploma or equivalent.

Preferred Education and Experience

- Associate or Bachelor's degree
- Type 60 words per minute
- Experience working with various office machines and equipment
- Two years administrative experience

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

Signature

Date