

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

1.0 INTRODUCTION

1.1 The purpose of this position guide is to establish and define the functional role, requirements, reporting relationships, authority, responsibilities, duties, and measurements of performance of the persons in the job class of Administrative Assistant at Center for Community.

2.0 FUNCTIONAL ROLE

2.1 The Administrative Assistant performs routine clerical and administrative tasks, such as the sorting and filing of various documents, making copies of documents, addressing and stuffing envelopes for mailings, at the direction of a Center for Community employee in one of the supervisory or management positions who needs clerical or administrative support.

3.0 REQUIREMENTS

3.1 Required Education: High school or GED diploma.

3.2 Experience: Prefer at least one year experience in similar clerical or administrative office positions.

3.3 Skills, Knowledge, and Abilities: Ability to compose brief emails in professional office type language. Skill in a word processing program (such as Word), and with working with computers. Ability to communicate with other employees in the office or employees or the public on the phone. Ability to work independently on assigned tasks within a fast-paced agency with many functions and programs.

3.4 Mental: Requires simple math skills, and skills with words and placing labeled files and other items in detailed alphabetical order. Ability to handle a variety of activities, assigned by various managers. Must possess good reading, writing and spelling abilities. Must be able to organize and perform tasks that maximize efficiency and accomplish service tasks within allotted time frames. Must be flexible and adapt to changes in any schedule.

3.5 Other Requirements: Must be at least sixteen (16) years of age. After offer of job, must pass a State of Alaska/FBI criminal background screening before first day of work [this requires giving applicant's fingerprints].

3.6 Language Skills: Must be able to speak and communicate effectively in the English language and be able to read and understand directions, warning labels, and emergency information.

3.7 Physical Requirements: While performing this job, the employee is frequently required to hear and talk on the phone, and use a computer and other telecommunication equipment. It is

typically required that the employee stand or sit for long periods of time and occasionally requires stooping, or bending. May be required to carry up to 10 pounds frequently, occasionally about 20 pounds.

3.8 Work Environment: The work is normally performed in a standard office environment with moderate noise levels.

4.0 REPORTING RELATIONSHIPS

4.1 The Administrative Assistant may be supervised by a Supervisor, Program Manager, or a Regional Manager, to be decided at time of hire.

4.2. Normally the Administrative Assistant will not supervise any other employees of the organization.

5.0 AUTHORITY

5.1 Normally, the Administrative Assistant is not given authority to make decisions beyond the administrative or clerical tasks specifically assigned to that administrative assistant.

5.2 The Program Assistant shall follow goals, policies and standard operating procedures for the Agency, and for the assigned program.

6.0 RESPONSIBILITIES AND DUTIES:

6.1 To ensure that the program activities assigned to the Assistant are completed as assigned.

6.2 To gain and maintain an adequate level of knowledge of program requirements, goals, and restrictions.

6.3 To ensure that Administrative Assistant's supervisor is constantly aware of the Assistant's activities and communications regarding the assigned tasks, and to report any problems and make suggestions for program improvements.

6.4 To assure that all administrative functions related to the assigned program are performed as needed by the Agency.

6.5 Perform other tasks and duties as assigned by the direct supervisor, or by another supervisor or manager who has been authorized to assign tasks to this particular administrative assistant.