



JOB DESCRIPTION

MISSION: *To enhance human development through community. To enhance community through human development.*

POSITION TITLE: Administrative Assistant II
REPORTS TO: Office Manager
PROBATIONARY PERIOD: Six months
PROVIDES DIRECT SUPPORT TO: STEP Team

GENERAL JOB SUMMARY:

The primary functions of the Administrative Assistant II are:

- Performs varied secretarial, accounting, and data entry services for administration of office services
- Applies knowledge of basic office practices, procedures and equipment (e.g. telephone, postage meter, fax, copier, etc.).
- Promoting safety by following safety policies and procedures.

ESSENTIAL JOB FUNCTIONS

- Skilled in word-processing, data entry, and receptionist duties (ability to multi-task and type 50 wpm)
- Highly proficient using Word, Excel, and PowerPoint; Filemaker Pro or other related software
- Provide strong problem solving abilities.
- Maintain confidentiality and discretion as a rule.
- Strong communication skills
- Greet and direct visitors as appropriate.
- Open and distribute mail.
- Complete filing, duplicating, and shredding projects as assigned by Office Manager.

Assist office staff by maintaining the following:

- Prepare fund requests for selected expenses
- Manage storage, retention, and disposition of records
- Monthly contact report and graph
- Track inventory items that come in for Support Specialists
- Input data to donor database, produce receipts and write "Thank-you's"

Vehicle maintenance documentation

- Record time and tasks on tracking form for program related billing

Complete special projects as assigned by Office Manager

Accepts other responsibilities as assigned.

Interact professionally and supportively with clients and peers within and outside of the agency.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualifications listed below are representative of the minimum knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Associates degree or three years of related experience required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Sitting in a normal seated position for extended periods of time. Reaching by extending hand(s) or arm(s) in any direction. The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

STATEMENT OF UNDERSTANDING: I have read the above position requirements. I assert that I meet the minimum requirements. I am able to perform the essential job functions and satisfy the expectation of regular attendance at the work site. I further understand that signing the job description does not constitute a written or implied contract of employment.

Signature _____

Date _____