

Administrative Assistant - Reviewed 10/15

REPORTS TO: Director of Fund Development & Administrative Services

SUPERVISES: No one

JOB OBJECTIVES: Provides administrative, secretarial, and clerical support to JRDS management & lead staff.

STATUS: Non-exempt - refer to personnel policies for detailed explanation.

ESSENTIAL JOB FUNCTIONS:

- Communicate, verbally and in writing, with supervisor, co-workers, clients, client families, board of directors and the general public;
- Prepare, complete, and process requested reports, logs and paperwork;
- Perform clerical duties (typing, filing, scanning, scheduling, computer input, copying, etc.);
- Maintain agency files, records and equipment in an orderly manner;
- Coordinate or participate in errand runs for agency as necessary;
- Participate in meetings, in-service, and other job-related training as required;
- Follow JRDS Client Information Privacy & Security policies and procedures.
- Serve as client advocate to ensure clients' civil and human rights are protected;
- Follow JRDS Personnel Policies & Procedures;
- Other duties as assigned by supervisor

CRITICAL SKILLS/KNOWLEDGE/ABILITIES:

- Thorough knowledge of clerical practices and theories;
- Working knowledge of agency policies, procedures and guidelines;
- Working knowledge of English grammar, spelling, punctuation and written composition;
- Working knowledge of basic bookkeeping/accounting practices and theories;
- Ability to operate a computer and type accurately to complete required paper work;
- Ability to use software programs applicable to current computer system and as necessary for performing job duties - proficiency in Microsoft Office software required;
- Ability to effectively communicate verbally and in writing and develop and maintain cooperative and productive work relationships with supervisor, co-workers, clients, client families, vendors/suppliers, board of directors, and the general public;
- Ability to write legibly, complete, and maintain required paperwork;
- Ability to effectively prioritize and organize work and follow-through;
- Ability to anticipate problems and initiate corrective action;
- Ability to make practical application of policies and procedures to assigned tasks;
- Ability to legally operate motor vehicles;

JOB STANDARDS: Prefer Associate's in Business and two years experience in related position. May substitute formal education for equivalent experience. Must have excellent computer, organizational, and written/verbal communication skills. Computer literacy with some accounting experience a plus. Must have valid driver's license and acceptable driving record. Excellent work references required.

EQUIPMENT: Must be able to operate general office equipment, including multi-lined telephone system, typewriter, computer/printer, copier, facsimile and calculator. Must be able to legally operate a motor vehicle.

RESPONSIBILITY: Work is assigned by supervisor and others and may consist of detailed instructions. Judgment should be used in planning, organizing, and establishing work priorities. Assignments are usually carried out using standardized procedures. When guidelines do not exist, good judgment should be used in selecting and adapting methods or procedures to fit unusual or complex situation, with the supervisor be consulted on new or unique tasks. Work may be checked upon completion. Essential job functions (expectations) are subject to change per state regulations and/or client or program needs.

HEALTH AND SAFETY: Employee is to assure health and safety of self and others by following all applicable agency policies, laws and regulations. The following policies apply: posted health and safety policies, Accident Reporting Policy, Emergency Action Plan; however, this list is not all inclusive and may be changed as required. All staff are evaluated on health and safety, and will be disciplined for violating policies. Employee is to participate in required training, which may include appropriate agency drills (i.e. fire, tornado, evacuation, etc.).

PERSONAL RELATIONSHIPS: Duties are performed alone and with others and interacting with supervisor, co-workers, clients, client families, suppliers/vendors, board of directors and general public in a cooperative effort to achieve objectives and answer questions.

PHYSICAL EFFORT: Employee is required to perform duties while sitting, standing, walking, bending and lifting; must possess good vision, hearing, color and peripheral perception; performs repetitive motions requiring manual dexterity; may encounter eye or neck/back strain. Employee must be able to verbally communicate/speak clearly to perform reception and telephone answering duties.

WORKING ENVIRONMENT: Work is performed in modern office environment. Employee may encounter verbal aggression from public/consumers.

WORKING ATTIRE: Casual dress, appropriate to modern business office, may be worn and is to be clean and mended. Agency dress code should be followed per Personnel Policies and Procedures manual. Conventional business attire to be worn when representing the agency with the clients, co-workers, board of directors or the public.

Signatures below indicate review of the job description

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date