



JOB DESCRIPTION

DESCRIPTOR	RESPONSE	DESCRIPTOR	RESPONSE
POSITION TITLE	Administrative Assistant	POSITION CODE	17
CLASSIFICATION LEVEL		EEO – 6 CATEGORY	43-6014
PAY GRADE LEVEL	G 5	PROVISIONAL PERIOD	3-Months
FLSA STATUS	Non-Exempt	ASSIGNMENT CATEGORY	Full-Time
DIVISION/DEPARTMENT	Executive Administration Office	LOCATION	Corporate

SUMMARY:

The Administrative Assistant serves as an Administrative Assistant to a Department Director, Administrative or supervisor. Work is performed under the general direction of the Director, or the Manager or Supervisor. Performs a wide variety of secretarial duties some of which involve data entry and maintenance of records which are of confidential nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following:

- Assists the assigned supervisor in the office by making appointments; answering inquiries; receiving incoming calls and callers; referring them to the proper personnel; and taking messages.
- Maintains confidential files, including correspondence, memoranda, reports, and other pertinent information.
- Examines and verifies source information to insure data is entered accurately and completely.
- Inputs reports, business correspondence, minutes, forms, and other written materials using word processor.
- Greets visitors and screens telephone calls; and receives, reads and routes incoming mail.
- Takes notes at meetings, conferences and training sessions, and types correspondence, reports, and other written material for appropriate staff, as assigned by immediate supervisor.
- Copies materials for staff and organizes information for booklets, pamphlets, brochures, etc. for distribution.
- Inputs information on clients into a computer system by transcribing data from client applications.
- Records applications received by mail and in-house; verify addresses; and assists in preparing eligibility notices to clients in the established thirty-day turnaround period.



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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Records and sorts documents and forms and develops case record filing system.
- Maintains inventory of office supplies and equipment.
- Handles all incoming and outgoing mail, as assigned.
- Independently prepares reports from standard sources. Submits purchase requisitions, vouchers and processes invoices for payment. Prepares travel reports, itineraries, payroll batch logs and attendance.
- Attends all pre-service, in-service training, agency events and appropriate professional and educational conferences and meetings to develop and enhance knowledge and skills.
- Garners in-kind contributions.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; and effectively present information and respond to questions from groups of managers, clients and the general public.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; and compute rate, ratio and percent.



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EDUCATION AND/OR EXPERIENCE:

High School diploma or general equivalent diploma with a minimum of three years of related experience in a secretarial, administrative or data entry position.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; and deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license.

45-Hour Child Care Certification from the State of Florida

OTHER SKILLS and ABILITIES:

Must have own means of transportation. Must be proficient in the operation of computer technology and software, such as Microsoft Office Suite, and other software programs.

Working knowledge of clerical systems and data entry procedures. Must have ability to enter data at 35-40 keystrokes per minute.

Must have the ability to type 40-45 words per minute with accuracy and have experience in handling basic office equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is frequently required to sit and reach with hands or arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.



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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

APPROVED BY: (Name/Title)	Deloris Johnson, Chief Executive Officer
DATE APPROVED:	July 1, 2017
DATE REVIEWED/REVISED:	July 1, 2017

CONFIRMATION OF RECEIPT:

Signature _____ Date _____