

## **JOB DESCRIPTION**

**TITLE: Administrative Assistant**

**IMMEDIATE SUPERVISOR: Office Manager**

**PURPOSE OF THE POSITION:** The Administrative Clerk is responsible for providing administrative and clerical services in order to ensure effective and efficient operations.

### **DUTIES/RESPONSIBILITIES:**

- Type correspondence, reports and other documents
- Maintain office files, Maintain paper and electronic filing systems for records and messages
- Open, route and distribute incoming mail and email, Answer routine letters and email
- Reply and attach files to incoming messages
- Correct spelling and grammar to ensure accuracy
- Operate fax machines, videoconferencing and phone systems, and other office equipment
- Use computers for spreadsheet, word processing, database management, and other applications
- Complete forms in accordance with company procedures
- Record minutes and submit minutes for approval
- Distribute minutes
- Coordinate repairs to office equipment
- Maintain confidential records and files
- Maintain records of decisions
- Research and assist with policies and procedures
- Prepare documents and reports on the computer
- Schedule Office meetings
- Prepare agendas and packages for office meetings
- Greet and assist visitors
- Answer phones
- Direct calls and respond to inquiries

- • Maintain cleanliness and organization in the office work environment
- • Perform other related duties as required (i.e. checking individual's records and documentation in our residential homes, or assisting in areas outside of this position as needed)

## **KNOWLEDGE, SKILLS AND ABILITIES**

The incumbent must have proficient knowledge in the following areas:

- • knowledge of office, administration and bookkeeping, procedures, ability to maintain a high level of Accuracy, confidentiality, concerning individual files

The incumbent must demonstrate the following skills:

- • excellent interpersonal skills, team building skills, analytical and problem solving skills, decision making skills, effective verbal and listening communications skills, attention to detail and high level of accuracy, effective organizational skills, effective written communications skills, computer skills including the ability to operate excel spreadsheets and word programs, stress management skills, time management skills

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of the Administrative Office. The incumbent must also demonstrate the following personal attributes:

- • be honest and trustworthy
- • be respectful
- • possess cultural awareness and sensitivity
- • be flexible
- • demonstrate sound work ethics

The incumbent would normally attain the required knowledge and skills through completion of Office procedures coursework combined with related administrative experience. Equivalencies will be considered.

### **EDUCATION AND EXPERIENCE:**

The Administrative Assistant shall possess a High School Diploma with a minimum of (1) year related experience in office work.

### **LICENSURE/CERTIFICATIONS REQUIRED:**

The Administrative Assistant shall possess a current Virginia driver's license and pass a mandatory Criminal History Background Check.

### **MINIMUM KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of Generally Accepted Office Principles

Knowledge of Information Technology Systems

## **GENERAL DAYS AND HOURS OF WORK:**

This is primarily a day position, Monday through Friday, 8:30AM to 5:00PM with a thirty minute lunch period.

## **PHYSICAL DEMANDS:**

The Administrative Assistant will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Administrative Assistant will also have to do some lifting of supplies and materials from time to time.

## **Environmental Conditions**

The incumbent is located in a busy, open area office. The incumbent is faced with constant interruptions and must meet with others on a regular basis.

## **Sensory Demands**

The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering information which requires attention to detail and high levels of accuracy.

**I HAVE READ THIS JOB DESCRIPTION AND HAVE BEEN PROVIDED A COPY. MY SIGNATURE INDICATES MY ACKNOWLEDGEMENT THAT I UNDERSTAND THE MINIMUM REQUIREMENTS FOR THIS POSITION AS WELL AS THE POSITION RESPONSIBILITES. I CERTIFY I AM QUALIFIED FOR THIS POSITION. I FURTHER CERTIFY THAT I CAN PERFORM THE TASKS OUTLINED IN THIS POSITION. I ACKNOWLEDGE THAT MY SIGNING THIS JOB DESCRIPTION IS NOT A CONTRACT OF EMPLOYMENT.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_