



Job Description

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| Title: Administrative Assistant | Job Classification: Non-Exempt, Hourly |
| Department: Human Resources | Updated: 9/4/14 |
| Reports To: Human Resources Director | Posting Dates: 05/31/2018-06/07/2018 |

Position Summary: Provides administrative and office support activities to the Human Resources Department. Duties include general clerical, receptionist, and project based work.

Essential Job Functions: *The list that follows is not intended to be comprehensive: it is intended to provide a representative summary of the major duties and responsibilities. Employee will be required to follow any other job-related instructions and to perform any other duties requested by his or her supervisor.*

- General duties such as copying, recordkeeping, mail, filing, and other clerical assignments as needed.
- Answers incoming telephone calls providing routine information to callers while routing other inquiries or problems to appropriate department staff.
- Meet and greet employees and visitors.
- Develops and maintains hard copy and electronic filing system when needed.
- Files all paperwork associated with employee personnel files.
- Responsible for maintaining the confidentiality of employee personnel files.
- Composes and prepares memos, letters, meeting minutes and other correspondence.
- Assists in the coordination and set-up of meetings.
- Orders and maintains supplies and arranges for office equipment maintenance if necessary.
- Tracks employees working under a GED contract.
- Develops, produces and distributes the monthly employee newsletter.
- Acts as a resource to employees with regard to issues surrounding Human Resource policies and procedures.
- Will assist other department personnel in their duties on a regular basis and when needed.
- Attends all necessary meetings and assist in other department projects as directed.

Supervisory Responsibilities:

- None.

Job Requirements:

Education, Experience, and Certifications:

- High school diploma or GED required.
- Two year college degree in Office Management or similar degree or a Secretary Certificate preferred.
- One to three years of clerical experience.
- Must be able to pass background investigation.

Knowledge and Skills:

- Basic reading, writing, and math skills required.
- Strong communication skills.
- Proficient in database management, word processing and spreadsheet applications.
- Must be flexible and have well-developed interpersonal skills.

Environmental Factors and Conditions/Physical Requirements:

- Majority of work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be exposed to second-hand smoke.