

**POSITION DESCRIPTION
ADMINISTRATIVE ASSISTANT**

POSITION SUMMARY

This employee provides administrative support to Senior Staff by coordinating office services such as record keeping, budget control, and special management studies. He/She analyzes operating practices suggesting or revising office or operational procedures; coordinates the collection and preparation of operational reports, billing to clients, statistical records and performance data; may assist in collective bargaining compliance relating to bidding, vacation scheduling, overtime compliance, and leave of absence requests. This individual maintains departmental files for compliance with all regulatory agencies and accreditation associations. He/She is responsible for the administrative work flow of the department when the supervisor is absent. Incumbents may be designated according to type of administrative duties performed such as Administrative Assistant, Operations, Administrative Assistant Programs, etc.

EXAMPLE OF DUTIES

Although it is not possible to provide an exhaustive list of all types of duties, responsibilities and performance standards, the following are the essential job functions:

- Oversees all aspects of general office coordination;
- Performs general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing, and filing;
- Prepares responses to correspondence containing routine inquiries;
- Organizes daily departmental reports and reviews for accuracy and completeness;
- Maintains office calendar to coordinate work flow and meetings;
- Coordinates departmental reviews of post orders, policy revisions, procedure revisions and other relevant communications;
- Files and retrieves departmental documents, records, and reports;
- Coordinates and maintains departmental records;
- Creates and modifies documents such as invoices, reports, memos, and letters using word processing, spreadsheet, database, and/or other presentation software;
- May conduct research, compile data, and prepare papers or reports for consideration or presentation;
- Monitors/responds to audits conducted by either internal or external auditors;
- Compiles transcribes, and distributes meeting minutes;
- Maintains confidentiality in all aspects of detainee, staff and corporation information;
- Coordinates departmental ACA standards documentation for facility accountability;
- Monitors in and out baskets of Supervisor;
- Sorts and distributes departmental mail daily;
- Maintains work records; keeps records of departmental expenditures; maintains a variety of office records of similarly difficulty and complexity;
- Perform all other duties as required by the assigned department

FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION

A: KNOWLEDGE REQUIRED

Considerable knowledge of:

- Business English, spelling and commercial arithmetic
- Microsoft Word, Excel, PowerPoint
- Principles and practices of organization, planning, records management, and general administration

Working skill in:

- Budget preparation;
- Making sound judgments in making decisions in accordance with departmental rules, regulations, and policies;
- Dealing with the public tactfully and courteously and working harmoniously with other employees;
- Filing and maintaining office records;
- Operating common office equipment, including but not limited to computers, telephone systems, calculators, copiers, and facsimile machines.

B: QUALIFICATIONS

- Graduation from a senior high school or equivalent including or supplemented by courses in business practices and some experience in general typing and clerical work; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.
- Three years of office experience.

FACTOR 2 – ESSENTIAL FUNCTIONS

- Ability to:
- Type 40 words per minute;
- Utilize advanced word processing and spread sheet software currently in use by the organization;
- Operate office equipment including calculator, copier, and computer;
- Drive a motor vehicle;
- Speak, read, and write clearly.

FACTOR 3 – PHYSICAL DEMANDS

- The work is basically sedentary, however, it does involve some walking, standing, driving personal motor vehicle, light lifting, up to 25lbs, bending, stooping, reaching and speaking clearly.

FACTOR 4 – WORK ENVIRONMENT

- The duties of this position require the employee to be in contact with all levels of employee, from entry level to Warden.