

## **ADMINISTRATIVE ASSISTANT**

### **Position Overview:**

Under the supervision of the Executive Director and the Executive Assistant, the Administrative Assistant performs secretarial duties and other tasks as assigned.

### **Duties & Responsibilities:**

- Transcribe letters, memoranda, minutes of meetings, documents and reports;
- Type correspondence, articles, reports, forms, tabulations, bulletins, manuals and other documents from copy or rough draft; proofread for accuracy; and copy and mail as required;
- Maintain current list of names and addresses of various councils and committees; attend council and committee meetings as assigned; record and transcribe minutes; prepare and forward agenda, minutes and other meeting materials for scheduled meetings;
- Maintain outgoing correspondence records; meet the general public, elected officials, and committee members; answer telephone and transfer calls or record messages as needed; use standard office and word processing machines;
- Has responsibility for picking up the mail from the U.S. Post Office each weekday morning and seeing that the mail is taken to the U.S. Post Office each weekday afternoon as directed by the Executive Assistant;
- Copy and bind reports; assist in the preparation of Committee and Board packets; and perform other duties as assigned by the Executive Director.
- Responsible for assisting in preparation and creation of special desktop application projects.

### **Education & Experience:**

High school graduate or equivalent with at least one (1) year related work experience. This position may require skills testing.

### **General Qualifications:**

- Knowledge of modern office practices and procedures, including experience in word processing and spreadsheet applications; knowledge of and appreciation for modern office equipment.
- Skills in typing and proofreading.
- Ability to prepare difficult correspondence and reports with only general instruction.

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- Ability to prepare accurate minutes, establish and maintain effective working relationships with other employees, elected officials, committee members, and the general public.
- Use good judgment and be courteous, tactful, neat in appearance, and resourceful.
- Must be detail oriented and be able to accurately follow directions as well as taking pride in maintaining the quality standards of this office.
- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer. This position may require skills testing.

### **Work Site:**

Sitting behind a desk at a computer terminal for hours at a time. Must be able to efficiently keyboard and operate standard office equipment such as copiers and calculators.

### **Work Place Hazards:**

Operation of various office equipment and interacting with an often impatient or disgruntled public or staff represent the only known hazards in this position. This is a highly demanding position with very stressful periods due to the staff project timeliness and responsibilities.