



Lincoln Trail ADD

Job Description

Workforce Assistant – Part Time

Pay Grade 5

STATUS	
Date: 1 January 2023	Department: Workforce Development
FLSA Status: Non-Exempt	Reporting Authority: Deputy Director
Supervisory Responsibility: None	

General Duties and Responsibilities

This position is a part of the Workforce Team and is under the administrative direction of the Director and Deputy Director of Workforce Development. This position performs clerical duties and other tasks as assigned.

Specific Duties and Responsibilities

- Assist in the preparation of Workforce Development Committee and Board packets.
- Transcribe letters, memoranda, minutes of meetings, documents and reports.
- Maintain current roster of Workforce Development Board members, monitor list for term expirations.
- Maintain directories for Local Elected Officials, Economic Development representatives and Chambers of Commerce.
- Schedule meetings, send invitations and manage RSVP lists.
- Collect and compile data from strategic partners, provide monthly reports to the Director and Deputy Director.
- Assist with data control.
- Maintain a department calendar.
- Perform other duties as assigned.

Education and Experience Requirements

- Required: High school graduate or equivalent with at least one (1) year related work experience.

General Qualifications:

- Must possess excellent typing, proofreading, oral and written skills.
- Must possess proficiency in word processing and spreadsheet programs and flexibility to learn any other programs as necessary.
- Knowledge of modern office practices and procedures.

- Ability to prepare difficult correspondence and reports with only general instruction.
- Ability to prepare accurate minutes, establish and maintain effective working relationships with other employees, strategic partners, elected officials and Workforce Board members.
- Use good judgement, be courteous, tactful, neat in appearance and resourceful.
- Must be detail oriented and able to accurately follow directions as well as taking pride in maintaining quality standards of the office.
- Must possess a valid Kentucky Real ID Driver's License.
- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer may require skills testing.

Work Site:

General office setting; however, flexibility for travel and mobility to attend meetings may be necessary. May require walking or operating a vehicle.

Workplace Hazards:

No known hazards exist in the workplace. Must operate a staff vehicle and general office equipment in the course of daily duties.