



JOB DESCRIPTION

Job Title: Administrative Assistant

FLSA Status: Non-exempt

Date Revised: June 1, 2015

Job Grade:

Pay Range:

Job Code: AA

Job Purpose/Summary

Under the direction of the Office Manager, the Administrative Assistant is responsible for the general clerical duties of the office as assigned.

Minimum Qualifications

Education

- High School Diploma or equivalent

Experience

- One year of office experience preferred

Licenses, Certifications & Clearances

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Knowledge, Skills, Abilities

- Must have basic PC skills
- Excellent communication skills
- Excellent organization skills
- The ability to multitask is essential
- Must have the ability to work in a fast paced environment

Essential Duties & Responsibilities

- Check the phone for messages daily, forwarding them to the correct accounts
- Answer all incoming calls and transfer calls to correct locations; take messages, if necessary
- Scan documents for accounts and put in the correct folders; scan and attach documents for accounts
- Assist in recording incoming Bad Addresses
- Assist in stocking office supplies, paper in copiers, coffee service
- Assist in processing incoming and outgoing mail; including preparing certified mail, tracking postage and distribution
- Assist with meeting preparation
- Assist the Sr. Administrative Assistant as needed

Other Responsibilities

Performs other related duties as assigned.

Physical Requirements (with or without reasonable accommodation)

	Rarely < 10%	Occasional < 33%	Frequent < 66%	Constant > 66%
Lifting: 0-20 lbs		X		
20-50 lbs	X			
50-100 lbs	X			
Over 100 lbs	X			
Reaching – Arms Extended		X		
Reaching – Arms Overhead		X		
Standing		X		
Walking		X		
Sitting			X	
Climbing	X			
Bending/Stooping		X		
Moving/Pushing/Pulling: 0-20 lbs		X		
20-50 lbs	X			
50-100 lbs	X			
Over 100 lbs	X			
Grasping/Holding with Hands		X		
Using Hands for Repetitive Movements			X	
Using Feet for Repetitive Movements	X			
Speaking				X
Seeing				X
Hearing				X
Extremes of Heat	X			
Extremes of Cold	X			
Driving	X			

The above duties and responsibilities designated as essential job functions are subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. The job description is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be asked to perform other job-related functions that are not listed above.

HR Review/Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Employee's Signature: _____

Date: _____