



REGIONAL SERVICES ADMINISTRATIVE ASSISTANT

PAY GRADE
06

SALARY RANGE
\$14.01 – \$18.49

FLSA STATUS
Non-Exempt/Exempt

GENERAL DESCRIPTION

Performs routine (journey-level) administrative assistance work for the Regional Services Department. Work involves assisting with administrative tasks for agency programs and providing assistance to program staff. Works under moderate supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Answer and direct phone calls, record messages, and greet visitors for the Regional Services Department.
- Retrieves and sorts mail, including packages for Regional Services Department; and collects and prepares correspondence to be mailed.
- Schedules and coordinates meetings, conferences, and travel arrangements for assigned Regional Services Department Staff.
- Maintains and organizes files and records for the Regional Services Department.
- Maintains office supplies and coordinates maintenance of office equipment for the Regional Services Department.
- Maintains the calendar for the Regional Services Department.
- Prepares agendas and schedules for meetings.
- Records and distributes minutes or other records for meetings.
- Responds to and resolves administrative inquiries and questions for the Regional Services Department.
- Prepares invoices, purchase orders, and similar correspondence for the Regional Services Department; acquires signature as necessary.
- Performs a broad variety of intermediate level clerical and administrative tasks as directed and required for the support of the Regional Services Department.
- Performs such other duties as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

High school graduate.

1-2 years of administrative/clerical work experience preferred.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient with Microsoft Office Suite, Adobe Acrobat Pro DC, or similar software.
- Knowledge of basic office practices and administrative procedures such as dictation or recording of meeting minutes, proofreading, and editing.
- Knowledge of local government, non-profit, or grant administration.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent time management skills with proven ability to meet deadlines.
- Superior understanding of office methods, procedures, and equipment.
- Ability to learn, interpret, and apply policies and procedures.
- Ability to type at least 60 WPM

By signing below, I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.

Name

Date