

## Job Announcement: Office Assistant II -Generalist

Date: August 25, 2020

### General Description

This position is responsible for providing administrative and clerical support to staff. This position requires excellent communication skills, professional problem solving, versatility, flexibility and the ability to prioritize assignments while meeting deadlines.

**This position is required to perform the essential functions of the position in the office, full time. This position does not involve remote work. In compliance with COVID-19 protocols, we require face masks be worn, and social distancing of 6 feet be maintained.**

Responsibilities include the following:

- Administrative support, data input, and word processing for staff, as assigned.
- Provide data entry, editing and report generation for various agency and governmental data systems, including coordinate receipt of data, data entry and analysis including the distribution of monthly receipts to contracted entities while working closely with Contract Monitors.
- Compile, review, and prepare monthly Planning and Management Council meeting packets for mailing and Governing Board meeting packets for e-mailing.
- Set up meeting rooms for public meetings and taking minutes in meetings as assigned.
- Provide back up in the receptionist area as assigned
- Copy/Mailroom tasks and responsibilities that ensure smooth processing of outgoing mail, including preparing DMS mailing, timely processing of copy requests, and conducting weekly inventory, supply ordering and tracking including supplies for maintenance of facilities.
- Provide training and support for office equipment, including copiers and printers.
- Update ALTCEW website as requested.

### Minimum Qualifications

Some college or technical degree and two years of verifiable experience in an office setting; or, high school diploma/GED and three years verifiable experience in an office setting.

**Start pay: \$ 32,845 yr**

**Application Deadline:** Sept 21, 2020 at 12:00 p.m.

### To Apply:

Go to [www.altcew.org/employment-opportunities](http://www.altcew.org/employment-opportunities) to apply.

ALTCEW is an equal opportunity employer.





## JOB DESCRIPTION

Job Title: **Office Assistant II – Generalist**

Department: Business Administration

### General Description

This position is responsible for providing administrative and clerical support to staff. This position requires excellent communication skills, professional problem solving, versatility, flexibility and the ability to prioritize assignments while meeting deadlines. Primary duties include: entering information into various databases, tracking and archiving agency contracts, assisting in entering and gathering program metrics, taking minutes in public meetings, and providing receptionist coverage and offering general office support for the Agency. Office Assistant II – Generalist is under the supervision of the Business Administration Director.

Essential Duties and Responsibilities include the following (other duties may be assigned):

#### **General:**

- Performs administrative support, data input, and word processing for staff, as assigned.
- Provide data entry, editing and report generation for various agency and governmental data systems, including coordinate receipt of data, data entry and analysis including the distribution of monthly receipts to contracted entities while working closely with Contract Monitors.
- Compile, review, and prepare monthly Planning and Management Council meeting packets for mailing and Governing Board meeting packets for e-mailing.
- Set up meeting rooms for public meetings and taking minutes in meetings as assigned.
- Provide back up in the receptionist area as assigned
- Copy/Mailroom tasks and responsibilities that ensure smooth processing of outgoing mail, including preparing DMS mailing, timely processing of copy requests, and conducting weekly inventory, supply ordering and tracking including supplies for maintenance of facilities.
- Provide training and support for office equipment, including copiers and printers.
- Update ALTCEW website as requested.
- Track and file Agency contracts in both paper and digital form. Maintain organization and archive files as needed.

### Skills, Knowledge and Abilities

Skills, knowledge, abilities, and experience are required in computer software; specifically, Microsoft Office Word, Outlook, Power Point, Excel, Access, Publisher and Adobe Acrobat. Prefer familiarity with databases, data entry, data integrity, data analysis, query development and reports. Must have the ability to learn and perform other computer applications as required to complete all work as assigned. Requires ability to work independently and as part of a team both within and outside of your department while meeting deadlines. Ability to understand and follow verbal and written direction, conceptualize tasks, and efficiently complete a variety of work assignments as delegated. Demonstrated skills, knowledge, and abilities required in standard office procedures and office equipment.

Availability of a vehicle, a valid driver's license, and proof of current automobile insurance required for travel on Agency business as assigned. Ability to maintain confidentiality.

Must have a clear understanding of, and experience developing and inputting data into a variety of computer databases, including the ability to generate queries/reports. Must have knowledge, understanding of, and experience in completing general clerical tasks as assigned. Keyboarding/word processing (i.e., including accuracy in all tasks assigned, professional principles of document formatting, spelling, and grammar, etc.), and preparation of professional documents, including use of Adobe Acrobat, and maintain ALTCEW branding standards. Ability to prioritize and re-prioritize changing tasks.

**Environmental Factors**

**This position is required to perform the essential functions of the position in the office, full time. This position does not involve remote work. In compliance with COVID-19 protocols, we require face masks be worn, and social distancing of 6 feet be maintained.**

Requires good finger dexterity for accurate word processing and data input, performed for up to 5 hours per day. Strong communication skills, including verbal, written, and listening required. May lift up to 15 pounds on an occasional basis. Clarity of vision at 20 inches or less. Speech, hearing, visual skills sufficient to interact with the staff and the public.

**Behavioral Expectations**

Represents the Agency in a positive manner and supports the mission of the agency. Effectively communicates and is friendly, courteous, and respectful to clients, Agency staff and volunteers. Demonstrates compassion for our clients and their care. Effectively communicates one-on-one and in small group settings. Ability to be an effective team member that helps the organization meet its objectives. Takes initiative to meet work objectives. Demonstrates honest and ethical behaviors. Gets along with clients, volunteers, staff and supervisors.

**Minimum Qualifications**

Some college or technical degree and two years of verifiable experience in an office setting; or, high school diploma/GED and three years verifiable experience in an office setting.

Reviewed By: \_\_\_\_\_  
Employee Date

Reviewed with: \_\_\_\_\_  
Supervisor Date

Approved By: \_\_\_\_\_  
Executive Director Date