



ALTCEW JOB POSTING | 5/31/22

**Position Title: Office Assistant II**

**Department: Business Administration**

**Position Overview:**

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. This position is under the supervision of the Executive Assistant.

**Our Mission:** As an Area Agency on Aging we promote well-being, independence, dignity, and choice for older persons and all individuals needing long-term care in our five-county area.

**Benefits and Well-Being: Benefits:** This position is full time at 37.5 hours per week. We offer a wide variety of benefits including medical, dental, vision, long-term disability and life insurance and paid premiums for mandatory WA Paid Family & Medical Leave. Generous paid vacation and sick leave, 12 paid holidays, 3 self-care days, Washington Department of Retirement Systems pension/retirement plan and FSA accounts and an Employee Assistance Program.

**Our Culture:** Our agency possesses a positive, welcoming environment. We provide a variety of wellness services, foster employee engagement through peer recognition and regular staff social activities, and pursue diversity initiatives. Our employee assistance programs foster health and well-being. Employees are regularly offered opportunities to socialize together, and volunteer in the community.

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

- Performs administrative support, data input, and word processing for staff.
- Performs data entry, editing and report generation within various agency and governmental data systems.
- Coordinates receipt of contractor data, performs data entry and analysis and distributes monthly receipts to contracted entities, working closely with Contract Monitors.
- Compiles, reviews, and prepare monthly Planning and Management Council meeting packets for mailing and Governing Board meeting packets for e-mailing.
- Sets up meeting rooms for public meetings and taking minutes in meetings as assigned.
- Provides 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.
- Provides training and support for office equipment, including copiers and printers.
- Updates ALTCEW website as requested.
- Tracks and files Agency contracts in both paper and digital form. Maintains organization and archiving of 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. 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 the ability to learn and operate 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. Demonstrates effective oral and written communication skills with the ability to establish and maintain positive professional relationships with a diverse group of individuals. Ability to understand and follow verbal and written directions, conceptualize projects and tasks, and efficiently complete a variety of work assignments. Ability to maintain confidentiality. Ability to type 45 wpm, and possess excellent grammar, spelling and document formatting skills. Ability to prioritize and re-prioritize changing tasks. Availability of a vehicle, a valid driver's license, and proof of current automobile insurance required for travel on local Agency business on an occasional basis.

### **Environmental Factors**

**This position is required to perform the essential functions of the position in the office, full time.** Requires good finger dexterity for accurate word processing and data input, performed for up to 5 hours per day. 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.

### **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. Experience in a local government or social services field is preferred.

**Application Deadline:** June 30<sup>th</sup>. SUBMISSION OF A COVER LETTER IS REQUIRED for CONSIDERATION FOR THIS POSITION. Thank you for your interest!

**Beginning Salary:** \$38,408

Apply at: [ADP](#). Call 458-2509 for assistance in applying.

**Diverse applicants encouraged to apply.**