



DATE: NOVEMBER 2022

Administrative Assistant

POSITION OVERVIEW

Under direct to general supervision, performs a variety of administrative, office, and program support duties; organizes and maintains information and data in support of CVAG programs and projects; composes and prepares various correspondence and reports; provides information to the public and staff; and performs related duties as assigned.

JOB DUTIES

*In addition to the job duties outlined in the **Program Assistant** classification specification, the following are typical duties performed within this assignment. The duties specified below are representative of the nature and level of duties of this assignment and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar and related to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.*

- Serves as receptionist for CVAG; Screens incoming calls and visitors; determines urgency of issue; provides information or directs the call/visitor to the appropriate location/staff.
- Receives, sorts, and distributes incoming mail; and manages outgoing mail and courier services.
- Prepares and maintains a variety of human resources-related files and documentation, such as recruitment files/records, personnel files, and related documents.
- Processes and provides human resources/employment related information to new and current employees; ensures forms and notices are completed thoroughly and properly.
- Assists in administering employee benefit programs; participates in coordinating annual open enrollment process, benefit changes, and related activities.
- Monitors, maintains, and trains other staff on use of office machinery and operating systems.
- Serves as backup to Accounting Assistant when needed.

QUALIFICATIONS

Knowledge of:

- Methods, practices, terminology, and procedures used in human resources administration.

Ability To:

- Perform administrative, office, and program support work accurately and in a timely manner.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.

Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade and three (3) years of increasingly responsible general clerical and office assistant experience.