

ACCESS TUCSON JOB DESCRIPTION

TITLE: Administrative Assistant

RESPONSIBLE TO: Director of Administration

SUMMARY

Performs administrative assistance and secretarial functions necessary to corporate operations.

TYPICAL DUTIES

This description is intended to indicate the types of duties and responsibilities that may be required to employees given this title. It shall not be construed as determining what the specific duties and responsibilities of any particular position shall be. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision.

1. Responsible for the coordination of all Board of Directors, Committee, Subcommittee and staff committee meetings, including the provision of agendas and agenda materials and the taking, transcribing and distribution of minutes.
2. Takes oral or recorded dictation and transcribe notes.
3. Takes and prepares minutes of Access Tucson Board of Director, Committee and Subcommittee meetings.
4. Coordinates public, civic and social events.
5. Types correspondence and other materials of general or technical nature and composes routine correspondence for signature.
6. Assists the Director of Administration with processing bank deposits, credit card charges, receivables, payables, and payroll.
7. Fills in for Member Service Representative when required.
8. Screens office visitors, phone calls and mail when required.
9. Schedules client appointments.
10. Responds to requests for information.
11. Maintains records and files, gathers and arranges data.
12. Attends to designated office details including inventory, ordering and purchasing of supplies.
13. Schedules appointments for other Access Tucson staff members.
14. Monitors scheduling of classes.

16. Assists in conducting and maintaining an inventory of all TCCC property.

REQUIREMENTS

Training and Experience

Any combination of training and experience equivalent to a high school or business school degree and five years experience in secretarial activities and office coordinating responsibilities.

Knowledge, Skills and Abilities

1. Demonstrated ability to communicate effectively both orally and in writing.
2. Ability to follow written and verbal instructions.
3. Knowledge of operations, routines and procedures of a community service oriented business office.
4. Knowledge of business English, spelling and arithmetic, modern office machines, equipment, practices and procedures.
5. Experience with single or multi-user microcomputer systems and related word processing, data base management, and spreadsheet software.
6. Ability to analyze and organize incoming correspondence, telephone calls and visitors and take appropriate action.
7. Ability to secure required information from outside agencies.
8. Ability to organize and maintain files of office correspondence, technical information and various other clerical materials.
9. Demonstrated ability to function effectively on a team.
10. Demonstrated ability to work effectively with the public.
11. Ability to establish and meet deadlines.
12. Availability to work evening and weekend hours.

Other Potential Requirements

1. Availability of an Arizona Driver's license.
2. Spanish/English bilingual capability preferred.