



## **JOB DESCRIPTION: 3H Administrative Assistant**

### **Job Summary**

The Administrative Assistant facilitates the efficient operation of the assigned program, office or department by performing a variety of administrative and clerical tasks. This is an entry level position that will support the programs' supervisors, managers, and administrator with completing administrative assignments.

### **Responsibilities**

#### ***Essential Duties:***

- Answers and transfers phone calls. Screen calls when necessary. Takes messages when necessary.
- Schedules appointments and maintains calendars.
- Greets and directs visitors to the appropriate location of the campus.
- Maintains filing systems (both physical and electronic files), scans documentation and places in the appropriate electronic file, or sends in email, as requested.
- Enters data into various electronic records systems, as requested.
- Track and upload training data in Relias LMS.
- Retrieves information from records, email, minutes, and other documents.
- Prepares communications such as memos, emails, correspondence, and responds to email inquiries. Prepares reports from various databases, as needed.
- Assists the Office Manager with maintaining office supplies, coordinating maintenance of office equipment, recording expenses and the use of petty cash, and preparing and submitting purchase orders, as requested.
- Assists with checking, sorting, and relaying mail to appropriate individuals as needed.
- Assists with fax correspondence, and retrieving incoming faxed documents and routing them to the correct individual.
- Uses company vehicle to transport clients to doctors' appointments or other activities, and runs errands for the agency as requested.
- Provides administrative assistance with maintaining the National School Lunch Program (NSLP).
- Assist with ordering and counting medication.
- Completes other duties as assigned.

Supervisor: Program Administrator or Manager.  
Supervises: Not applicable.  
Work Environment: Office setting.  
Work Hours: Business/Office Hours (evening and weekend hours when necessary).  
Classification: Non-Exempt.  
Pay: Minimum \$15.50 per hour and up depending on experience.

### **Education & Experience**

- Must be at least 21 years of age.
- Must have a High School Diploma or equivalent.
- Prefer training in clerical office skills through a formal training organization.
- Minimum of one year of administrative assistant and clerical experience required.

### **Knowledge, Skills, & Abilities**

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Intermediate typing skills using computer.
- Excellent organizational skills and attention to detail.
- Basic understanding of administrative and clerical procedures.
- Knowledge of the use and operation of FAX machines, photocopiers, and scanners.
- Ability to work independently and as part of a team.

### **Additional Requirements**

- Proof of valid Texas Driver's License (Type C).
- Access to reliable transportation.
- Proof of valid/current auto insurance may be required.
- Good driving record.
- Three employment references.
- Cleared criminal background check.
- Cleared TB test results (current within 12 months prior to employment).
- Cleared pre-employment drug test.
- Working cellular telephone.

### **Physical and Mental Requirements**

With or without reasonable accommodation, the physical and mental requirements of this job include the following: frequent seeing, hearing, and reading, speaking, and writing clearly. Use of a computer for long hours. Frequent sitting, manual dexterity. Occasional lifting and moving of up to 25 pounds, reaching with hands and arms, stooping and kneeling. Ability to review data and format into meaningful reports. Ability to meet deadlines.