

NEW RIVER VALLEY AGENCY ON AGING

JOB DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT

SUPERVISED BY: INFORMATION AND PROGRAM ASSISTANT

JOB SUMMARY: Receptionist, computer/word processing, typing with primary emphasis on accurately producing correspondence and reports, clerical work, effectively screening and referring telephone or walk-in inquiries and entering of client data as referrals are received. No supervision is performed in this position.

JOB REQUIREMENT: This position requires confidentiality in the handling of all client files and information as outlined in the Agency's Privacy Protection Policies & Procedures

CLASSIFICATION (FLSA): Non-Exempt, Part-Time

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR POSITION:

- ◆ Knowledge of modern office practices, procedures, and equipment including computer.
- ◆ Knowledge of business English, spelling, punctuation, and arithmetic.
- ◆ Skill in typing at the rate of 45 words per minute (3 or less errors per minute).
- ◆ Ability to learn the services and programs offered by the Agency on Aging.
- ◆ Ability to make accurate mathematic computations.
- ◆ Ability to maintain a complex filing and records system.
- ◆ Ability to present a pleasant manner to the public and associates and maintain effective relationships conducive to a good working environment.
- ◆ Ability to follow oral and written instructions.
- ◆ Ability to use computer and word processing in completing daily tasks including letters, reports, statistical data, etc.
- ◆ The person in this position is subject to criminal background checks and pre-employment drug screenings.

EDUCATION AND/OR EXPERIENCE LEVEL:

- ◆ Education equivalent to completing high school.
- ◆ Minimum three years experience as a secretary with emphasis on computer knowledge and operations.
- ◆ Or any equivalent combination of acceptable education or experience.

DUTIES OF THE POSITION

- ◆ Act as a receptionist.
- ◆ Enter client information in Peerplace system accurately.
- ◆ Use computer and word processing to produce letters, agendas, and informational materials.
- ◆ Maintain accounts receivables as needed.
- ◆ Oversee mail functions.
- ◆ Shares work with Information and Program Assistant and assists staff as needed.
- ◆ Maintain front office area as necessary.
- ◆ Other duties as assigned.