

Cayuga/Seneca Community Action Agency, Inc.
Job Description

ADMINISTRATIVE ASSISTANT

The Administrative Assistant is a full-time, non-exempt, 12-month position that is directly responsible to the Assistant Executive Director.

The Administrative Assistant acts as the initial contact for the Agency, providing the highest level of customer service to callers, customers, visitors and employees, and provides administrative and clerical support.

DUTIES AND RESPONSIBILITIES (include but are not limited to):

1. Responsible for all incoming telephone calls and visitors to the Agency's Administrative Office and directing them to the appropriate program or individual in a courteous and professional manner, following the security policy of the Agency for that site location.
2. Provide a full range of administrative, clerical and office support including, but not limited to:
 - Word processing production.
 - Prepare and coordinate mail, faxes, and express packages.
 - Sign for and distribute deliveries.
 - Provide clerical/administrative support, including the composition and preparation of routine correspondence, forms, and materials using computer software applications.
 - Update and maintain Agency directory and other Agency information as assigned.
 - Perform photocopying and other production services.
 - Edit materials submitted for duplication or processing.
 - Assist with filing.
3. Maintain supply inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies and distribution upon receipt of requisition request.
4. Research, price, and purchase office equipment and supplies.
5. Oversee operation of the Agency in-house print shop.
6. Oversee proper use of Agency copiers, fax machine, phone message system, and hall printer including troubleshooting or placing service call when needed.
7. Responsible for training new staff on the telephone and voice mail procedures.
8. Responsible for deleting phone codes, changing greeting, or re-routing in-coming calls when staff have left the Agency, and maintaining Agency's phone system greeting when closing for holidays, staff training, etc.

Administrative Assistant

Job Description

Page 2

9. Record on the sign-in/out sheet staff members that are calling in sick, late, taking a personal day, or other necessary information as called in.
10. Responsible for Agency form box and sign-in/out book and replenishing forms.
11. Responsible for monthly computation of machine use, supplies, and phone charges for each program, and distributing statements to Department Directors.
12. Assure all applicants have a completed Agency application prior to interview and assist in scheduling interviews and conducting reference checks.
13. Responsible for dating and distributing all incoming mail, preparing all outgoing mail, including delivering mail to the Post Office and resetting postage meter amounts.
14. Responsible for calling Board Members for meetings and setting up meeting room, including snacks.
15. All other duties and responsibilities as requested by the Assistant Executive Director.

QUALIFICATIONS:

The Administrative Assistant must have the following minimum qualifications:

1. Two-year Degree in Office Technology, Administrative Assistant (A.A.S.), **OR** High School Diploma/GED with five years experience in an administrative assistant position.
2. Proficient in Microsoft Word 2007 and Microsoft Excel 2007 with great attention to detail and a high degree of accuracy.
3. Must be able to type 50 wpm.
4. Ability to manage multiple tasks with frequent interruptions.
5. Ability to lift up to 20 pounds or more.
6. Ability to relate to all socio-economical segments of the community and work well with both professional and non-professional individuals.
7. Must have reliable transportation and a clean, valid NYS driver's license.

CLASSIFICATION:

Non-exempt