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| **CASA of West Texas** | | | |
| Job Description | | | |
| **Administrative Assistant** | | | |
| Prepared On: 04/22/2018 | | | |
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| Reports To: | Executive Director | Classification: | Non-Exempt |
| Supervises Direct: | 0 | Supervises Indirect: | 0 |
| Approved By: | BOD | Effective Date: | 04/25/2018 |
|  |  | Revised Date: | 04/25/2018 |
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| **Role:** | | | |
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| Responsible for a diverse set of administrative tasks, including but not limited to administrative assistant responsibilities, gathering/reporting statistical data, and overall office management. | | | |
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| **Essential Functions & Responsibilities:** | | | |
| |  | | --- | |  | | |  |  |  | | --- | --- | --- | | E | 50% | Provides clerical and administrative support for the Executive Director, as well as general office management for the CASA of West Texas Facility. Responsibilities include (but may not be limited to): Secretarial support; Processing Office Bills; Managing staff time sheets, leave and schedules; Ensuring that maintenance and repair issues are addressed; Maintaining an appropriate inventory of supplies for day to day operations. | | | |  |  |  | | --- | --- | --- | | E | 20% | Statistical analysis and reporting. Responsibilities include (but may not be limited to): Gather and maintain CASA Statistical data in electronic data base system; Gather and maintain OVAG, VOCA and CVC Statistical Data; Process and submit the Texas CASA Quarterly Report; Process Volunteer Contact Logs | | | |  | | --- | |  | | | |  |  |  | | --- | --- | --- | | E | 25% | Assists managers with clerical and administrative support, as needed; Receives incoming telephone calls, assisting callers or directing them to the appropriate party. | | | |  |  |  | | --- | --- | --- | | N | 5% | Other duties as assigned. | | |  | | | | |
| **Performance Measurements:** | | | |
| |  | | --- | |  | | |  |  | | --- | --- | | 1. | Provides administrative assistance in a professional and timely manner, meeting quality and time expectations. | | | |  |  | | --- | --- | | 2. | Manages staff Grant Personnel Activity Report, paid and unpaid leave, and schedules with accuracy, discretion, and timeliness. | | | |  |  | | --- | --- | | 3. | Addresses office supply needs and facility maintenance and repair issues in a timely manner. Utilizes sound judgement and consideration of cost and budgetary constraints. | | | |  |  | | --- | --- | | 4. | Compiles and reports statistical analysis and reporting with accuracy and timeliness. | | | |  |  | | --- | --- | | 5. | All statistical analysis and reporting is maintained with accuracy and completed within assigned time frames. | | |  | |  | | | | |
| **Knowledge and Skills:** | | | |
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| |  |  | | --- | --- | | Experience | Two or more years Administrative Assistant experience | | | | |
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| |  |  | | --- | --- | | Education | High School diploma or GED | | | | |
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| |  |  | | --- | --- | | Interpersonal Skills | Professional oral and written communication skills Ability to interact successfully with diverse populations Must maintain confidentiality and effectively exercise discretion | | | | |
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| |  |  | | --- | --- | | Other Skills | Working knowledge of computers and software, including proficiency using Excel, Word, and PowerPoint Excellent organizational skills | | | | |
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| |  |  | | --- | --- | | Physical Requirements | This position requires manual dexterity, primarily working with the hands and fingers (75% or more). This includes but may not be limited to key-boarding, writing, and filing.  This position requires the following physical abilities: Sitting (75% or more), Bending/Stooping (up to 20%), Standing/Walking (up to 25%), Lifting/Carrying up to 50 lbs (up to 20%), Pushing/Pulling up to 75 lbs (up to 20%).  This position requires the following visual, hearing, and speaking abilities: Short-range detailed Visual Acuity, Hearing sufficient to communicate effectively, Speak clearly in order to communicate effectively. | | | | |
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| |  |  | | --- | --- | | Work Environment | This position requires a flexible work schedule which at times will not conform to traditional "business hours." This position requires the ability and self-discipline to work independently and exercise good judgement, with limited supervision. | | | | |
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| **This Job Description is not a complete statement of all duties and responsibilities comprising the position.** | | | |
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| ------------------------------------------------- Printed Employee Name | | -------------------------------------------     Date | |
|  |  |  |  |
| ------------------------------------------------- Employee Signature | | | |

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