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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:** |
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| 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. |

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| 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 |

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| E | 25% | Assists managers with clerical and administrative support, as needed; Receives incoming telephone calls, assisting callers or directing them to the appropriate party. |

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| N | 5% | Other duties as assigned. |

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| **Performance Measurements:** |
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| 1. | Provides administrative assistance in a professional and timely manner, meeting quality and time expectations. |

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| 2. | Manages staff Grant Personnel Activity Report, paid and unpaid leave, and schedules with accuracy, discretion, and timeliness. |

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| 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. |

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| 4. | Compiles and reports statistical analysis and reporting with accuracy and timeliness. |

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| 5. | All statistical analysis and reporting is maintained with accuracy and completed within assigned time frames. |

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| **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 skillsAbility to interact successfully with diverse populationsMust maintain confidentiality and effectively exercise discretion  |

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| Other Skills | Working knowledge of computers and software, including proficiency using Excel, Word, and PowerPointExcellent 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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|  | **Confidential** | Page: /  |

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