



Cow Creek Government Office

Position Description

Position Title: Facilities Administrative Assistant

Department: Administration

Reports To: Facility Director

FLSA Designation: Non-Exempt

Date Written/Revised: 11/13/16

POSITION PURPOSE:

Facilities Assistant - Provides administrative, clerical and building maintenance support to the Facility Director. Duties require independent judgment with an understanding of Facilities Department functions. Handles confidential and sensitive information related to a wide variety of topics.

The position also requires excellent organizational skills to maintain files, schedule appointments, and keep accurate records of incoming calls, mail, fax, and employee in and out schedules. Proficiency is also required with use of a multi-line phone system and standard office equipment including computer related hardware and software.

ESSENTIAL FUNCTIONS:

- Perform general office duties and clerical support to Facility Director.
- Develops and maintains an efficient filing system to make updating and retrieving files easier.
- Ensures accuracy of information by proofing data prior to copying and disseminating.
- Enters check requests into the accounting system.
- Duplicates, assembles and distributes a variety of documents.
- Maintains confidentiality information in verbal, written and electronic information. Limits access to information on a job-related, need-to-know basis.
- Learn and maintain non-capital equipment inventory data base software.
- Greet and announce guests in a professional manner.
- Answer and route calls on a multi-line phone system
- Take complete and accurate messages.
- Cover Front Desk as needed.
- Receive, post, and distribute all incoming mail.
- Maintain outgoing mail log and postage meter.
- Order and maintain general inventory of office supplies in reception area and supply room.
- Maintains a general knowledge of all program staff to direct calls appropriately.
- Generates professional correspondence at all times.
- Assist with pre-approved projects with office/program staff as necessary. (Stuffing envelopes, generating labels, typing, binding reports, filing, copying)
- Assist in areas requiring special needs as assigned by CEO /GOO.
- Assist with Tribal Newsletter mailing.
- Other duties, as required.

QUALIFICATIONS:

- High School Diploma or GED required.
- 1 year experience working in a professional office environment.
- At least 1 year front desk experience with multi-line phone system.
- Intermediate skills with Microsoft applications required, including Word, PowerPoint and Excel.
- Ability to type 60+ wpm.
- Must have excellent organization skills as well as be able to multi-task.
- Must be able to perform tasks with speed and accuracy.
- Must possess excellent communication skills, including verbal and written.
- Possess the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Requires the ability to independently perform all of the duties of the position efficiently and effectively.
- Understanding of accounting systems and controls, accurate data entry skills.
- Strong filing and organizational/prioritization skills.
- Ability to adjust to quickly changing duties and assignments.

Cow Creek Government Office

Position: Administrative Assistant Facilities

Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent – 34-66%. Occasional – 6-33%. Intermittent – 1-5%}

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1. **SITTING** – (Percent of time or hours per day? Surface? Foot Controls?)Frequently

 2. **STANDING** – (Percent of time or hours per day? Type of Surface? Duration at one time?)Frequently

 3. **WALKING** – (Percent of time or hours per day? Surface? Distance?)Occasionally

 4. **POSITIONS** – (Can worker change positions frequently? Occasionally?)Occasionally

 5. **LIFTING & CARRYING** – (Weight? Type of object(s)? Frequency? Distance?)Occasionally

 6. **PUSHING/PULLING** – (Weight? Type of object(s)? Times per hour? Distance?)Occasionally

 7. **REACHING/HANDLING** – (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?)Frequently

 8. **BENDING/SQUATTING** – (Frequency? From Waist? Knees? Duration?)Occasionally

 9. **TWISTING** – (From what body part(s)? Frequency? How far? Work being done?)Occasionally

 10. **CLIMBING** – (Height? Slope? Number of steps? Frequency? On what? Ladder?)Frequently

 11. **CRAWLING** – (Surface? Frequency? Distance?)Occasionally
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ENVIRONMENTAL FACTORS – (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

Most work to be performed inside in office environment. May require occasional outside activities.

<input checked="" type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10lbs of force occasionally
<input type="checkbox"/>	Light Work	= Exerts up to 20lbs. of force occasionally, and up to 10lbs. of force frequently
<input type="checkbox"/>	Medium Work	= Exerts up to 50lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 50lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE

DATE

SUPERVISOR

DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skill required to do this job successfully.