



# Cow Creek Government Office

## Cultural Administrative Assistant

Job Code: 1809  
Department: Education  
Location: Roseburg, OR  
Minimum Salary: \$19.05

### POSITION PURPOSE:

Under the direct supervision of the Cultural Resources Program Manager, the Administrative Assistant is employed full-time to provide a wide range of administrative and office support activities to facilitate the efficient operation of the Department.

### ESSENTIAL FUNCTIONS:

- Provides administrative assistance including appointment scheduling, letter writing, copying, scanning, binding, filing, ordering supplies, drafting general correspondence, securing travel arrangements, facilitating check requests and reimbursements, taking meeting notes, etc.
- Maintain the Department email inbox and voicemail by responding by the company standard
- Digitize all documents for tracking events and activities.
- Record after event summaries, including successes, challenges, and improvements.
- Collects and disperses Department mail to appropriate staff.
- Supports Department outreach through design and distribution of materials including multiple forms of media such as newsletter articles, flyers, posters, brochures, booklets, emails, Facebook, videos, slideshows, displays, etc.
- Assists with organization of Department activities/events and workshops as directed.
- Maintains the Department's supplies, as needed.
- Other duties as assigned.

### QUALIFICATIONS:

- High School Diploma or GED Certificate; Associate degree preferred.
- Strong computer skills including Microsoft Word, Outlook, Publisher, Excel, etc.
- Knowledge of clerical and administrative procedures
- Efficient organizational, prioritization, and problem-solving skills.
- Possess a high level of professionalism and customer service in a team-oriented environment.
- Strong comprehension skills and ability to communicate effectively both orally and in writing.
- Attention to detail and accuracy.