

POSITION TITLE: **ADMINISTRATIVE ASSISTANT**

QUALIFICATIONS: High School diploma required; Associate degree preferred
Minimum of two years prior experience preferred
Excellent computer skills, efficient and accurate use of Microsoft Office products required
General knowledge of business correspondence and general office practices including accounting required
Ability to greet and work with others in a pleasant and professional manner
Ability to work with minimal supervision
Freedom from substance abuse
Satisfactory BCI check (Bureau of Criminal Investigation)

CLASSIFICATION: Full time classified position, professional level
12 months per year, 254 days, 40 hours per week
Primarily 8:00 a.m. to 4:00 p.m., flexibility required
Eligible for overtime
Probationary period 300 calendar day

PRIMARY FUNCTION: To provide a friendly, positive environment for visitors and staff, to ensure the smooth operation of county board departments and complete office functions such as centralized data tracking, reception, clerical and general office duties.

WORK PERFORMED:

- *1) Answers telephones, relays messages, and sorts and disseminates mail on a daily basis; completes mass mailings as needed.
- *2) Types and enters data as necessary to produce letters, reports, meeting minutes, Board information, schedules, progress notes, and any other information needed for board and departmental operation; produces professional documents with correct grammar, spelling, and punctuation; assures that all information remains confidential.
- *3) Develops and maintains files, reports and databases including: individual records and caseloads; state records and reports; Employment First tracking; nursing QA review dates; self-medication assessment referrals; ICF/IID residents; INTACT scanning; tracking of all ISPs and span dates; provider services; and family information. Implements agency confidentiality practices in the handling of all data.
- *4) Works with county board staff to track all employment information for individuals and updates all databases accordingly; serves as backup for Employment and Community Resource Coordinator.
- *5) Requests employment information from adult day programs at least two times annually for Employment First Data Tracking in the Outcome Tracking System (OTS).
- *6) Tracks the eligibility intake and referral process for all individuals seeking county board services and assists with eligibility document gathering, as needed.
- *7) Tracks all county board unusual incident reports via unusual incident logs; handles requests from all providers of UI logs for representative samplings; requests and tracks annual MUI analysis from providers.
- *8) Ensures all ISPs are provided to people served and their team.

- *9) Tracks all Community Service emergency on-call schedules; schedules rooms for departmental trainings and meetings, as needed.
- *10) Works with the Early Intervention staff to track all individuals enrolled in the EI program and assist with transition to SSA services, as applicable.
- *11) Communicates effectively and positively with staff, visitors, families, people served and the general public in person, over the phone and in written format; confirm appointments.
- *12) Ensures effective organization and accurate filing of all consumer information; assembles information including handbooks, intake packets and brochures, as needed by county board staff and participants.
- *13) Serves as backup for processing vouchers and payroll as needed by the Business Services Director.
- *14) Purchases and organizes all office supplies and other supplies needed by staff.
- 15) Performs other related duties as assigned.

* = Essential function

PHYSICAL

REQUIREMENTS:

- 1) Standing or sitting for periods exceeding one hour
- 2) Lift or carry items weighing up to 25 pounds occasionally
- 3) Simple grasping, light pushing/pulling and/or fine manipulation of left and right hands
- 4) Reach above shoulder occasionally, both sides

SUPERVISION RECEIVED: Community Services Director

Reviewed by (Employee Signature)

Date

Supervisor Signature

Date

Revised January 2024