

# **ECONOMIC SECURITY CORPORATION**

## **Job Description**

**Job Title:** Administrative Assistant  
**Department:** Community Development  
**Reports To:** Community Development Director  
**FLSA Status:** Non-exempt  
**Revision Date:** September 17, 2019  
**Job Classification:** Grade 4

### **SUMMARY**

The Administrative Assistant is responsible for quality control of the reports for the division, coordinates the administrative functions for the department and completes clerical work and administrative functions as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Reads and routes incoming mail.
2. Responsible for word processing for the department. Handles correspondence including letters, e-mails, and faxes.
3. Composes, types and routes correspondence; assists other staff with creating and mailing monthly form letters and mail merges. Responsible for outgoing mail.
4. Answers telephone calls when necessary and assists with day-to-day tasks of the division.
5. Completes requisitions, organizes purchase orders, and records telephone bids as required by the agency policies and procedures.
6. Coordinates and arranges meetings by preparing agendas, reserving and preparing facilities, and recording and transcribing minutes of meetings (staff meetings and special trainings). Helps coordinate projects that the agency managers, assistant director, and director are involved with; such as letters, memos, setting up meetings, and taking minutes.
7. Makes copies of correspondence and other printed materials.
8. Conducts research, and compiles and types statistical reports.
9. Collects and compiles outcome data quarterly.
10. Creates, enters, evaluates, and updates monthly Excel spreadsheets for the division.
11. Organizes and assists with division's policies and procedures manual and administrative plan.
12. Develops PowerPoint presentations for the division.
13. Maintains division files as required by the funding sources and contractual compliance.
14. Reviews monthly reports for accuracy in areas concerning contractual requirements.
15. Reviews case management case notes and assures that staff is consistent with goals and objectives as required by contract.
16. Reviews and records programmatic applications for contractual requirements.

17. Reviews Intake, Assessment and Referral applications and utility applications completed by division staff. Completes billing and batching process for those applications in the Management Information Systems (MIS).
18. Develops MIS training materials and conducts new employee and refresher training for the department.
19. Serves in the role of Administrator for the MIS computer system for our agency.
20. Participates in weekly MIS calls, problem solves MIS issues and attends annual administrative training for the MIS.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory duties.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be needed to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or one to three months experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customer/clients or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **COMPUTER SKILLS**

Proficient personal computer skills, including electronic mail, routine database activity, word processing, graphics, etc.

### **PLANNING/ORGANIZATION**

Prioritize, organize, and delegate assignments.

### **CERTIFICATES, LICENSE, REGISTRATIONS**

Must possess a valid driver's license and meet Missouri automobile liability minimum requirements.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific abilities for this job include close vision, distance vision, color vision, and ability to adjust focus. The employee performs sedentary physical activity of non-strenuous daily activities of an administrative nature. The employee performs manual dexterity sufficient to reach/handle items and work with the fingers.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are well-lighted, heated and/or air-conditioned office setting with adequate ventilation. The noise level in the work environment is usually moderate.

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Employee Signature

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Date

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Employee Name