

**Southwestern Wisconsin Community Action Program, Inc.
Job Description**

Job Title: Administrative Assistant I – Dodgeville

Exempt (Y/N): No

Grade Level: 2

Location: Dodgeville

Department: Building

Supervisor: Operations Director

Prepared By: Michelle Ripp

Date: 3/18/15

Approved By: Wally Orzechowski

Date: 7/28/14

SUMMARY: Provides administrative support for the agency in the areas of office maintenance, supplies, reception, housekeeping, writing, typing, and any other duties as assigned. Have knowledge of accounts payable and data entry experience. Fluent in Spanish.

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

Responsible for opening the office at 8:00 am and closing the office at 4:30 pm.

Answers and correctly directs incoming calls, referring calls to appropriate staff, taking and delivering legible messages, and answering routine inquiries. Also, greets clients/customers in a professional manner and assists them to the appropriate program.

Responsible for phone system and how it works and putting different greetings on as necessary.

Responsible for work permits and the rules and regulations that go along with it.

May handle Board functions that include setting up meetings, attending meetings and taking notes, and any other duties that are asked.

Receive and assist visitors, participants and clients: referring visitors to appropriate staff; taking legible messages if staff are unavailable; and provide general program information to the public.

Open, sort, date stamp and distribute incoming mail and/or packages to appropriate staff. Post outgoing mail.

Prepares and mails Airborne and Federal Express letters and packages.

Make travel plans for staff and others as assigned.

Cleaning as needed.

Provide available information and referrals to other community services.

Assist with routine paperwork such as making copies, collating and typing on a computer.

Have overall knowledge of phone system, copier, postage machine, and ordering of supplies.

Responsible for pop machine; making sure it is full at all times and order as needed.

Attend conferences, training and workshops appropriate for the position.

Fluent in Spanish.

Conform to all established procedures regarding confidentiality and documentation.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: 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 made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

High School Diploma or general education degree (GED); at least one to three month's related experience and/or training; equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and comprehend instruction of moderate complexity, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively communicate information in one-on-one and small group situations.

OTHER SKILLS AND ABILITIES:

Ability to work with and communicate with persons of diverse education, income, culture, and age levels.

Good typing ability and knowledge of office machines, computer, calculator and copy machine.

Knowledge of filing procedures.

Ability to proofread.

Ability to maintain confidentiality.

Dependable car, car insurance and driver's license.

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 use hands, fingers, handle, or feel objects, tools or controls and talk and hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb, or balance and stoop, kneel, or crouch.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

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 essential functions.

The noise level in the work environment is usually moderate.