

JOB DESCRIPTION

Title: **Administrative Assistant**
Classification: Full Time, Non-Exempt

Immediate Supervisor: Executive Director

Salary Range: \$15.50 - \$17.50/hr.

Specific Duties and Responsibilities:

1. Shall receive and type all work as required by the daily operations of the agency.
2. Shall maintain an accurate record of all general office supplies (paper, envelope, etc.). Shall be responsible for requisitioning supplies in order to avoid shortages of necessary supplies.
3. Shall maintain the copiers and equipment, controlling the use thereof as necessary, to assure proper functioning and effective utilization at SCA locations.
4. Shall serve as the Equal Opportunity Officer and Fair Housing Officer of Schuylkill Community Action and shall perform any duties as required by this position.
5. Shall take correspondence of SCA and Act 137 Affordable Housing Trust Fund Board Meetings and shall be the chief typist and liaison for the Executive Director on all confidential Board matters.
6. Shall file and maintain administrative records, contracts, proposals, correspondence, etc. for all agency programs.
7. Shall receive and distribute all incoming mail for agency. Responsible for bulk mailing, i.e., newsletters, annual reports, etc.
8. Shall be responsible for supervision of the Secretary/Receptionist position and shall fill in when that staff person is unavailable for work and their lunch daily.
9. Shall develop and maintain an effective training schedule for secretarial unit staff and shall attend training as required by the Executive Director.
10. Shall provide oversight of all activities associated with the computer network including development of appropriate computer maintenance contracts, monitoring of consultants to assure contract compliance, and ongoing assessment of needed improvements in all phases of computer development.
11. Shall be responsible for all phases of the business telephone system.
12. Shall process employees/customers that require a Criminal Background Check.

13. Shall within the first year of employment begin the process of becoming a Nationally Certified ROMA Implementer.
14. Shall contact Weatherization clients to pre-screen for eligibility and schedule appointments, as appropriate. Shall also provide data entry support for weatherization program, as needed.

Required Licenses, Certificates, or Knowledge: Two Year Associate Degree and/or five years-experience in business related field.

Working Conditions: Standard hours are Monday through Friday from 8:00 am to 4:00 pm. These hours may be subject to change as needed.

Safety Hazards of the Job: None

This job description does not list all the duties of the job. You may be asked by the Executive Director to perform other duties. You will be evaluated, in part, based upon your performance of the tasks listed in this job description.

Signature

Date

“Equal Opportunity Employer”