



Position Title: Administrative Assistant

Statement of Duties

Incumbent in this position provides highly responsible secretarial services to a division/department director, manager or supervisor. Screens and processes telephone calls; receives visitors, develops office procedures, maintains filing system, prepares reports and schedules and coordinates logistics associated with internal and external meetings and events.

Position Functions

The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

Essential Functions

- Performs various clerical duties including typing, receiving telephone calls, maintenance of office supplies, scheduling and coordination of meetings and other public affairs, filing and maintenance of office records.
- Serves as initial point of contact for department —coordinates communication to and from the department via telephone, mail and computer with other units of the Corporation and the public on a daily basis.
- Serves as backup on switchboard on a rotating basis.
- Attends board and committee meetings to record minutes and provide clerical follow-up support.
- Participates in events held at out-of office sites.
- Manages electronic databases and the issuance of documents and related record filing.